

CLA Faculty Advising Syllabus

Goals:

Student will know how to:

- Navigate the University: awareness of available resources and where to go for different needs.
- Enroll in classes that lead toward degree completion.
- Complete degree requirements: major and general education.
- Connect with available resources to plan for discipline-related work, graduate studies, internships, and career opportunities.

Student responsibilities:

- Identify your faculty advisor by consulting WISER or inquiring with the department.
- Take the initiative to receive advising:
 - Check with your department to learn about advising dates and other relevant departmental events, if applicable.
 - Contact your advisor to schedule your advising appointment in advance of the registration date (**October** for spring registration and in **March** for fall registration).
 - Note: Most faculty advisors will not be on campus after classes end and do not hold advising hours when classes are not in session.
- Review your course audit and next semester's course offerings before the advising appointment:
 - Bring a hard copy of your audit to the meeting (not all advisors will have printer access).
 - Review the course catalog and make a list of potential courses for next semester.
 - Come prepared with any additional questions you may have.
- During the semester, consult with your faculty advisor prior to making academic decisions (pass/fail, withdrawal, repeat) in order to learn the policies and understand the implications of these decisions.
- Be proactive: if you have other questions, need additional help, or are struggling with classes (for academic reasons or otherwise), contact your faculty advisor for help and/or ask her/him for an appropriate referral. If you are unable to reach your faculty advisor, contact the department chair for guidance.

NOTE: It is the responsibility of the student to understand degree requirements, keep track of his/her progress toward degree completion, know and meet deadlines, be aware of his/her academic standing, declare intent to graduate before the deadline, and adhere to University regulations.

Faculty Advisor Responsibilities:

- Provide opportunities for an advising meeting at least once per semester.
 - Additional meetings may be arranged by agreement.
 - If there is a scheduling conflict, the advisor should connect the student to another advisor or to the person who assigns departmental advisors.
- Respond to advisee emails in a timely manner. During absences from campus, the faculty advisor should leave an out-of-office reply message on her/his email with referral contact information for advisees.
- Provide opportunity to discuss the student's academic progress, goals, and concerns.
- During advising sessions, the faculty advisor will provide students with the opportunity to:
 - Review degree requirements: major and general education requirements, and appropriate timeline for completion.
 - Plan which courses/requirements to take the following semester.
 - Learn about opportunities in the major, internships, concentrations, tracks, etc., if applicable.
 - Learn about University resources that will aid in meeting the student's needs/goals.

Useful Links

CLA Advising Office: www.umb.edu/claadvising

Writing Proficiency Requirement: www.umb.edu/wpe

Pass-fail Policy: http://www.umb.edu/registrar/academic_policies/course_pass_fail_option

Academic Policies: withdrawal from a class, withdrawal from the University, incomplete, deadline waivers, repeats and more: http://www.umb.edu/registrar/academic_policies

Elementary Language Proficiency: http://www.umb.edu/academics/vpass/undergraduate_studies/policies/forms

Math Placement Information: <http://www.umb.edu/testing> (then select "Math")