



## Academic Advising Syllabus

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### Academic Advisement Center

**Office:** Elston 222, **Email:** [academicadvisement@sunysccc.edu](mailto:academicadvisement@sunysccc.edu), **Telephone:** 518-381-1277

**Advising Hours:** Walk-in hours: Monday-Thursday 8:30-6:30, Friday 8:30-4:30

Please plan to arrive one hour before closing.

### SUNY SCHENECTADY ADVISEMENT MISSION:

The mission of Academic Advisement at SUNY Schenectady is to encourage a collaborative, inclusive and student-centered relationship which empowers students to reach their academic, personal and career goals while supporting college-wide persistence to completion efforts.

### WHEN TO SEE YOUR ADVISOR

1. Whenever you encounter any problems that affect your academic performance.
2. When it is time to schedule classes for the next semester (As soon as the list of classes is available, do your pre-advisement assignment and then plan to see your advisor.)
3. To discuss academic progress.
4. To discuss career considerations.

***Effective advisement requires a partnership between the advisor and the student.***

### Pre-Advisement Assignment:

1. Print or review your DegreeWorks audit.
2. Using your curriculum worksheet as a guideline, select potential courses you would like to take.
3. Build a schedule free of conflicts considering your outside commitments.
4. Bring a list of questions you would like to discuss with your advisor.

### Advisor Responsibilities:

- Post and keep office hours.
- Assist students with clarifying educational and career goals.
- Help students assess their strengths and weaknesses through self-assessment.
- Review test scores, previous college credits and courses needed as pre-requisites.
- Provide accurate and specific information.
- Assist students with program choice, class selection and degree requirements.
- Discuss student's time constraints and other responsibilities.
- Refer students to appropriate office/individuals when necessary.

### Student Responsibilities:

- Meet with your advisor at least once every semester.
- Arrive prepared for the advising session.
- Be an active participant in the advising process.
- Develop realistic and attainable educational and career goals.
- Become familiar with the college's website and on-line college catalog.
- Become familiar with the college's policies and procedures.
- Learn how to access SUNY Schenectady's email system and Blackboard (the College's online course management system).
- Become knowledgeable of program requirements.
- Understand the impact of dropping/failing/withdrawing from classes - academically and financially.
- Accept responsibility for decisions made in the advising session.

### Expected Student Learning Outcomes:

- Students will be in a program of study that best aligns with their interests, abilities, and goals.
- Students will be able to develop a plan to meet academic goals that progress toward degree completion.
- Students will know the degree requirements for their program of study.
- Students will know where to access their degree audit.
- Students will know how to locate institutional policies and procedures.
- Students will know where to locate campus resources to aide in their progress toward goal completion.
- Students will value/appreciate how academic advising has contributed to his/her educational experience.

### SUNY SCHENECTADY ACADEMIC ADVISEMENT WEBSITE:

- <https://sunysccc.edu/Current-Students/Academic-Advisement>

<b>Key Advising Times</b>		
<p><b><u>September-October</u></b></p> <ul style="list-style-type: none"><li>• Be aware of add/drop dates and other deadlines.</li><li>• Returning students- find a time to reconnect with your advisor.</li><li>• Let your advisor know how your classes are going.</li></ul> <p><b><u>November</u></b></p> <ul style="list-style-type: none"><li>• Meet with your advisor if you receive any mid-term warnings</li><li>• Meet with your advisor during Priority Registration to plan for spring semester and to get your Advisor PIN number.</li><li>• Register for your classes online.</li><li>• Be aware of the last day to withdraw from fall classes.</li></ul>	<p><b><u>December</u></b></p> <ul style="list-style-type: none"><li>• Meet with your advisor and register for spring classes if you have not already done so!</li></ul> <p><b><u>January</u></b></p> <ul style="list-style-type: none"><li>• Welcome back for spring semester.</li><li>• Contact your advisor if you have any questions or concerns regarding your fall grades.</li><li>• Meet with your advisor if you need to make a change to your schedule.</li><li>• Be aware of add/drop dates.</li></ul> <p><b><u>February</u></b></p> <ul style="list-style-type: none"><li>• Students who are aligned to graduate should have final advising session.</li><li>• Fill out graduation application by due date.</li></ul>	<p><b><u>March</u></b></p> <ul style="list-style-type: none"><li>• Meet with your advisor if you receive any mid-term warnings.</li><li>• Meet with your advisor for annual planning to review your academic progress and plan for summer and/or fall classes. Get your Advisor PIN number.</li><li>• Register for your classes online during advance registration.</li></ul> <p><b><u>April</u></b></p> <ul style="list-style-type: none"><li>• Be aware of the last day to withdraw from spring classes.</li></ul> <p><b><u>May</u></b></p> <ul style="list-style-type: none"><li>• Register for summer and/or fall classes if you have not already done so!</li><li>• Graduating students- COMMENCEMENT- CONGRATULATIONS!!!</li></ul>