



## Academic Advising Syllabus 2020-2021 Academic Year

### Academic Advisor Contact Information

Name:  
Office:  
Email:  
Phone:

### Materials

1. [Undergraduate Catalog](#)
2. Degree Progress report in Self Service
3. [Student Handbook](#)

### Description

Academic advising is a relational process between student and advisor focused on student learning and success. Through meetings, emails, and calls over time with your advisor, you will discuss goals and interests, educational and future plans, progress, campus resources and procedures, and learning strategies. Although advising is only “required” once a semester, successful students interact with their advisors much more frequently, at least several times per term.

### New Student Advisor Assignments and Major Declaration

First year students enter as undeclared, but may declare as early as the end of the first semester or early in the second, but no later than the end of sophomore year. This allows an opportunity to explore options and really evaluate interests and talents. Most first year students’ First Year Seminar (FYS) instructors will serve as the advisor during this exploratory period. Students in some programs may be assigned to a staff advisor, or to a faculty advisor within the major of interest. Transfer students are assigned a faculty advisor within their major. *Advisors are listed in self-service; click on class schedule and advisor name is listed at the very bottom of the page.*

### Objectives

Through academic advising, students will:

1. Evaluate academic and personal interests, strengths and challenges to create and refine a four-year degree plan.
2. Identify and utilize campus resources and opportunities that enrich educational experiences, and that contribute to wellness and campus engagement.
3. Understand key academic policies, processes, and procedures related to advising and degree progression.
4. Apply appropriate academic success strategies to maximize learning, motivation, organization, and time management.

### Participation

#### Student responsibilities

1. Seek out and get to know your advisor.
2. Read Hood email; reply to advisor emails.
3. Ask questions and request help whenever needed.
4. Follow through on referrals.
5. Become familiar with core and major degree and graduation requirements, and review degree progress.
6. Accept responsibility for actions and decisions.

### Advisor responsibilities

1. Assist students in evaluating their interests and talents to develop educational plans.
2. Maintain familiarity with core and major requirements, policies, and enrollment procedures.
3. Assist in the development of appropriate course schedules.
4. Refer students to appropriate resources for wellness, campus engagement, student success, and experiential learning.
5. Monitor students' academic performance, and offer recommendations to improve learning, study skills, and academic success.
6. Respond to student inquiries in a timely manner.

### **Advising Calendar and Key Points in the Academic Year**

Always refer to the [Academic Calendar](#) listing for all official academic dates.

Summer	Fall registration, General Expectations
First Week	Welcome! Getting Settled, Add/Drop
Late September	Academic Adjustment, Meeting People
Mid-October	Spring Registration, Midterms <b>Mon 10/26 – Fri 11/6/20 Fall advising period</b> <b>Mon 11/9/20 spring 2021 registration opens</b>
Mid-November	Managing Stress, Final <b>Course Withdrawal deadline 11/13/20</b>
December	Finals, Reflecting on First Semester
Mid-January	Spring Review, Add/Drop
February	Degree Planning, Goal Setting, Major Declaration
March	Summer/Fall Registration, Midterms <b>Mon 3/29 – Fri 4/9/21 spring advising period</b> <b>Mon 4/12/21 fall 2021 registration opens</b>
April	Summer Planning, Final <b>Course Withdrawal deadline 4/8/21</b>
May	Finals, Reflecting on First Year

### **Students with Disabilities**

The Accessibility Services office provides academic support for students with disabilities. Examples of disabilities include, but are not limited to, mobility impairments, blindness/low vision, psychiatric conditions, recurring medical conditions, ADHD, Autism Spectrum Disorders, and others. If you have a documented disability and are interested in finding out more about academic accommodations, please contact Kate Gmuer, Director of Accessibility Services at [gmuere@hood.edu](mailto:gmuere@hood.edu) or (301) 696-3421. *It is the students' responsibility to request accommodations.*

### **The Student Success Center**

The Student Success Center provides a range of student success and academic supports for students. Services include tutoring in math, writing and other subjects, accessibility services, and individual meetings to discuss any barriers preventing you from reaching your full academic potential. If you ever need help, feel free to stop by the 3<sup>rd</sup> floor of Rosenstock Hall or contact us at 301-696-3569, [studentsuccess@hood.edu](mailto:studentsuccess@hood.edu).