

Academic Advising Syllabus

Academic Advising Center

Holy Family University

CONTACT INFORMATION:

Office Location: Holy Family Hall 215

Telephone Number: (267) 341-3221

Email: academicadvising@holyfamily.edu

Office Hours: Please visit the Academic

Advising Center web-site for office hours

Web-site: www.holyfamily.edu/academics/advising.shtml

The mission of the Academic Advising Center of Holy Family University is to enable traditional undergraduate degree-seeking students to define, implement and accomplish sound educational plans that are consistent with their personal values, goals and career plans.

The Academic Advising Center exists to support the University's commitment to our students as set forth in the core values of the University mission.

CATALOG DESCRIPTION:

The Academic Advising Center, located in Holy Family Hall, is responsible for the advising of all first-time freshmen, AAP Program students, non-matriculated students and undergraduate students who have not yet declared a major. The Academic Advising Center also assists students in processing requests for changes of major, exit interviews for graduation and provides advice regarding academic policies and procedures.

USEFUL TOOLS:

The Undergraduate Catalog (<http://www.holyfamily.edu/academics/catalog1.shtml>)

The Student Policy Manual (<http://intra.holyfamily.edu/policymanuals/home.shtml>)

WebAdvisor

Degree Audit Program Evaluation

STUDENT LEARNING OUTCOMES:

1. Student will know where the Academic Advising Center is located and how to set up an appointment to meet with an advisor in the AAC.
2. Student will know where to find the academic calendar in order to determine key dates and deadlines of the University.
3. Students will be able to use Web Advisor, Webmail, Blackboard, and other technologies at Holy Family.
4. Student will be able to understand the parts of a degree (General Education, major, minor/area of concentration, electives).
5. Student will be aware of campus resources, such as bursar, financial aid, careers center, tutoring, and counseling.
6. Student will know where to find policies and procedures of the University.
7. Student will know the number of credit hours required for completing their selected degree program.

ADVISOR RESPONSIBILITIES	STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Communicate the university’s curriculum, requirements, policies, and procedures. • Encourage and guide students to define and develop realistic educational goals. • Assist students with planning programs consistent with their abilities and interests. • Listen carefully to questions, concerns, and issues. • Match students’ needs with available resources and make referrals. • Monitor students’ progress. • Discuss the relationship between academic preparation and success. • Be available to answer your questions through scheduled meetings, emails, or phone calls. • To set aside the appropriate amount of time for your appointment so you do not feel rushed or forced. 	<ul style="list-style-type: none"> • Become knowledgeable about college programs, policies, and procedures. • Clarify personal values and goals. • Participate proactively in the decision-making process. • Prepare a list of questions or concerns before each advising visit. • Follow through on suggested actions, resources, or referrals. • Keep a personal record of academic progress. • Accept responsibility for academic decisions and performance. • Make sure you are reading and responding to emails you receive. • To be on time, prepared, and ready to your scheduled appointment

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I am bound by my responsibilities

HOW TO GET THE MOST OUT OF ADVISING- To Prepare for My Advising Appointment:

1. **I WILL meet with my advisor each semester** to discuss registration for the upcoming semester, strategies for academic success, majors or the exploratory process. My Advisor is a person who is willing and able to assist me beyond just planning a schedule. My advisor can help me with academic problems, give me information about campus resources and extracurricular activities and just be someone to talk to - whether I have a question about school, want to celebrate a success or need help with a problem.
2. **I WILL print a “new” Degree Audit Program Evaluation from Web Advisor**, review it thoroughly and bring it to my advising appointment.
3. **I WILL start a folder** in which I keep all materials related to advising, including my prepared list of courses I am interested in and any questions I wish to discuss with my advisor.
4. **I WILL ask questions!** My advisor is here to help me figure out the intricacies of being a college student. Understanding my degree requirements is an integral part of my learning process and asking questions is the best way to learn.
5. **I WILL take an active role in my advising sessions.** My advisor is here to assist me. I will be involved by preparing for my appointment and sharing information about my interests, concerns, and goals.

POLICIES AND PROCEDURES:

- a) **Scheduling Appointments.** Appointments are scheduled by calling the Academic Advising Center office telephone number: **(267) 341-3221**, or by scheduling in person in Holy Family Hall Room 215. (E-mailing your Advisor to set up an appointment may result in lost time and efficiency.)
- b) **Walk-In Appointments.** Walk-In appointments are available; however, please be aware that Advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion.
- c) **Cancellation of Appointments.** We recognize situations arise that may create a need to reschedule or cancel your appointment. Students are expected to call or email the Academic Advising Center if they are unable to attend a scheduled appointment. Your appointment will be cancelled if you are more than fifteen (15) minutes late.
- d) **Arriving for your Appointment.** Please arrive on-time for your appointment, sign-in on the clipboard, turn off your cell phone or place it on vibrate (no texting while meeting with your advisor), and have a seat. An advisor will be with you shortly.
- e) **Communication Protocol.** E-mail communication via a student's Holy Family account is the official method of email communication at Holy Family University. Due to privacy regulations, your Advisor will communicate solely through the University assigned email account. While some inquiries may be resolved through email correspondence, most situations benefit from scheduling a face-to-face appointment for further discussion.
- f) **Disability Accommodations.** Any student who has a need for an accommodation based on the impact of a physical, psychiatric/psychological, and/or learning disability **must** contact the Disability Services Office at 215-637-7700 (x3231), located at the Northeast Philadelphia Campus, Campus Center Rm. 222. Please contact this office as soon as possible, as eligibility determination requires submission of documentation by the student and review by the Disability Eligibility Committee prior to any accommodation authorization. Accommodations for individual students **cannot be provided by the instructor** without letters of authorization from the Disability Services Office.
- g) **Academic Honesty.** The University's policy on academic honesty is available for review in the current *Undergraduate Catalog and Graduate Catalog*. Both of these documents are available in print (School Office) and on the University's website: <http://www.holyfamily.edu>. Violations of the University's standards in any form (including but not limited to plagiarism) as described therein or otherwise identified will not be tolerated. Proven incidents of academic dishonesty are subject to progressive sanctions. Responsibility for knowing and understanding the University's position and policies on academic integrity rests with each student.