

Undergraduate Academic Advising Syllabus DePaul University

Academic advising is an educational process that helps you bring meaning and purpose to your higher education so that you can make the most of your experience. Along the way, it fosters your intellectual and personal development toward academic success and lifelong learning. (Adapted from NACADA, 2004)

At DePaul, academic advising provides you with the opportunity to build a relationship with one or more advisors who can help you achieve your educational, personal and career goals, learn skills needed for academic success, and learn how to access the variety of resources and services available to you here.

The goal of academic advising, at DePaul, is to help ensure timely progress toward graduation.

Academic Advising is most effective when you work in active partnership with your advisors. Through these partnerships, you will establish your educational goals, learn about degree options and requirements, gain awareness of financial implications of your decisions, assess your strengths and challenges as scholars, and clarify realistic career objectives on your way to graduation.

You, your advisors, and the University all have clear responsibilities for ensuring the advising partnership is successful.

University Responsibilities – Resources the University Will Provide

You and your advisor can expect DePaul to:

- Provide current, accurate information about degree requirements and university policies and procedures.
- Provide adequate staff and facilities to support the advising process.
- Provide training to help advisors and students work together effectively.
- Provide regular review of policies and procedures to continuously improve the advising process.
- Maintain official academic records including a transcript and degree progress report.

Advisor Responsibilities – What You Can Expect

You can expect your advisors to:

- Be accessible to meet with you for advising during office hours, or by telephone, e-mail, or the web.
- Explain to you, clearly and articulately, the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide you in defining realistic educational and career goals and in developing a plan for achieving them.
- Maintain record of advising appointments, in accordance with the policies in place in your school's/college's academic advising office.

- Provide space for you to develop decision-making skills so that you can assume full responsibility for your educational plans and achievements. This might include pointing out the financial implications of certain decisions (like adding or dropping classes).
- Refer you to other DePaul offices and on-line resources for help with specific issues (for example, the Career Center, various tutoring services, co-curricular programs that might interest you, etc.)
- Offer strategies for working closely with your professors.
- Talk with you about the purposes and goals of higher education and its effects on your life and personal goals.
- Listen to your concerns and maintain confidentiality.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Maintain regular contact with your advisor. You may meet with an advisor in-person, send emails, or call on the phone in whatever combination makes the most sense for you. The frequency of your contacts may vary over time, but at least once each quarter is a good rule of thumb. Whenever possible, schedule in-person meetings ahead of time, and arrive promptly.
- Come to each appointment, whether in-person, on the phone, or on-line, prepared with questions or topics to discuss. Print out your degree progress report or unofficial transcript, review it before the appointment, and have it available for your discussion.
- Provide your advisor with honest and accurate information regarding your interests, abilities, values and goals.
- Gather and review all relevant information for any decision you need to make or action you need to take. For example, if you're considering taking a course at another institution over the summer, print out the course description. [We need another example.]
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations from your advisor. For example, if your advisor refers you to another office, make an appointment and go!
- Familiarize yourself with important university documents available on-line. These include your specific college catalogue, which details the requirements for your degree, and the Undergraduate Student Handbook, which includes academic policies and procedures, the Code of Student Responsibility, and answers to Frequently Asked Questions.
- Accept responsibility for your decisions. Doing so will require you to know and abide by all University deadlines regarding course enrollment and withdrawal, and to think through financial and time-related consequences of your decisions.
- Keep a personal record of your progress toward meeting your goals, and organize official documents so that they are easy for you to access.

Expected Student Learning Outcomes for the Academic Advising Experience

Students who successfully engage in the Academic Advising process at DePaul will be able to:

- You will make strategic decisions connecting your academic and long-term goals.
- You will develop an educational plan for successfully selecting courses each term to fulfill degree requirements.

- You will be able to articulate and cultivate an appreciation for the meaning and value of your academic program including:
 - The Liberal Studies Program
 - Your college curriculum
 - Your major curriculum
- You will use the resources and services on campus to assist you in achieving your academic, personal, and career goals.
 - You will be familiar with the Undergraduate Course Catalog
 - You will be familiar with your college and departmental websites
 - You will effectively use the Degree Progress Report
 - You will effectively use the academic planning tools in Campus Connection

Family Educational Rights and Privacy Act

DePaul University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are afforded the following rights in accordance with this act:

- The right to inspect education records.
- The right to request amendment of education records.
- The right to consent to disclosures.
- The right to file a complaint under privacy settings.
- Designation of directory information.
- Student rights to prevent disclosure of directory information.

More information regarding FERPA can be found online at:

<http://sr.depaul.edu/PersonalInfo/PrivacyInfo/privacydetails.asp>

Student Records

Official transcripts and Enrollment Verifications can be ordered through the Student Records Office website: <http://sr.depaul.edu>

Degree progress tracking is managed by the student's home college. Students should consult with their academic advisor to receive updates on their progress toward graduation.

Student Access and Advocacy

DePaul University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodation needs. Your advisor may refer you to the Office of Students with Disabilities or to the Productive Learning Strategies Office. Staff members in these offices are fully trained to respond to your needs and provide a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the DePaul campus. Through active involvement with all areas of the University, these offices are able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

The Chronic Illness Initiative (CII), in the School for New Learning, provides access to

higher education for students, age 24 or older, who are disabled by a chronic illness. Students who struggle with illnesses that unpredictably increase and decrease in severity such as asthma, chronic fatigue syndrome, lupus, rheumatoid arthritis, or illnesses with frequent hospitalizations such as cancer or heart disease, should consult with the School for New Learning about degree program options in that school.

Text/Materials:

University catalog → sr.depaul.edu/CourseCatalog

Academic Calendar → aaa.depaul.edu/what/calendar.jsp

Undergraduate Student Handbook → (09/10 handbook not yet online)

Advising Office Hours:

Contact your college using the information on the next page for appointment information.

Academic Advising Offices:

Driehaus College of Business

Undergraduate Program Office
DePaul Center, Suite 8500
1 E. Jackson Blvd.
312.362.5358
commerce.depaul.edu/ugrad

College of Computing & Digital Media

Academic Success Center
CDM Center, Room
243 S. Wabash Ave.
312.362.8633
312.362.8633
www.cdm.depaul.edu
advising@cdm.depaul.edu

College of Education

Schmitt Academic Center, Suite 481
2320 N. Kenmore Ave.
773.325.4409
education.depaul.edu

College of Science and Health

Office of Advising and Student Services
McGowan South 400
1110 W. Belden Ave.
Chicago, IL 60640
773-325-8490
CSHAdvising@depaul.edu

School for New Learning

Advising Center
14 E. Jackson Blvd., 14th Floor
312.362.8001
www.snل.depaul.edu

Office for Academic Advising Support

Advising for undeclared/exploratory students

Loop Office:

DePaul Center, Suite 9500
312.362.8437

Lincoln Park Office:

Schmitt Academic Center, Room 192
773.325.7431
oaas.depaul.edu

College of Communication

14 E. Jackson, 18th Floor
773.325.7585
communication.depaul.edu

College of Liberal Arts and Social Sciences

Undergraduate College Office
2352 N. Clifton Ave., Suite 130
773.325.7310
las.depaul.edu

School of Music

College Office
804 W. Belden Ave., Room 203
773.325.7260
music.depaul.edu

Theatre School

College Office
2130 N. Kenmore Ave.,
Room 103 Annex
773.325.7917
theatreschool.depaul.edu
ttsacademics@depaul.edu