

## Old Dominion University Advising Syllabus

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**Advising Hours:** Varies semester to semester. Consult with advisor.

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### WHAT IS ACADEMIC ADVISING?

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

### ODU ADVISING MISSION:

In keeping with the university's mission, the primary purpose of the Old Dominion University academic advising program is to empower students to explore, experience, and engage in educational activities that assist them in the development of meaningful educational and career plans to meet their full potential.

### **Academic Advising Description/Definition**

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

At Old Dominion University, academic advising provides students with the opportunity to build a relationship with their academic advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them.

Academic advising is a collaborative educational process whereby students and their academic advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' academic and career goals. This student/advisor partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the University. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

### **Advisor Responsibilities—what you can expect**

You can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and University and college policies and procedures
- Encourage and guide you as you define and develop realistic goals
- Encourage and support you as you gain the skills to develop clear and attainable educational plans
- Provide you with information about and strategies for utilizing the available resources and services on campus
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals

- Monitor and accurately document your progress toward meeting your goals
- Be assessable for meeting with advisees via office hours for advising, telephone, or by e-mail
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their professors.

### **Advisee Responsibilities—What You Are Expected To Do**

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

- Schedule regular appointments or make regular contacts with your advisor during each semester
- Come prepared to each appointment with questions or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals
- Organize official documents in a way that enables you to access them when needed
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions

### **Expected Student Learning Outcomes for the Academic Advising Experience**

Through the Academic Advising experience at Old Dominion University,

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will demonstrate an understanding of the value of general education core requirements.
- Students will utilize the resources and services on campus to assist them in achieving their academic and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize the University Catalog and the on-line advising information.
- Students will graduate in a timely manner based upon their educational plan.

In order to effectively measure that these learning objectives have been achieved, you will prepare and maintain an on-going portfolio of advising work. The portfolio will consist of a variety of documents including a degree plan in DegreeWorks and collaborative work completed

due to various referrals on campus, and a variety of documents that you will develop to demonstrate your achievement of these outcomes.

TYPICAL ANNUAL ADVISING CALENDAR/TIMELINE:

<b>Fall Semester</b>	Late August, Early September	Walk-in advising available for quick questions on schedule changes, etc.
	Mid-Late September	Pre-registration advising begins and continues through November. Make your appointment early to meet with your advisor.
	Early-Mid October	Progress grades posted for 100- and 200-level courses. Students with multiple low progress grades are contacted to discuss possible resources and additional help needed to pull up grades.
	Early November	Deadline to withdraw without academic penalty. Be sure to discuss your decision to withdraw from a course with your advisor and (if applicable) Financial Aid.
	Mid-November	Registration for spring classes begins. The first week is time-ticketed by credit hours earned. View your time ticket via Leo Online's "Student Records." All holds must be satisfied prior to registering at this time.
	Early December	Final Exams. Walk-in advising available. Final grades are posted to Leo Online within 48 hours of your exam date. Grades are not sent home- be sure to check your grades online!
	Late December	Academic Continuance reports run. All students with a GPA below a 2.0 will be notified of their Academic Warning standing and resulting consequences.
	Late December	ODU closes for winter break.
<b>Spring Semester</b>	Early January	ODU reopens from winter break.
	Mid January	Spring classes begin. Walk-in advising available for quick questions on schedule changes, fall grades, etc.
	Late January, Early February	Pre-registration advising begins and continues through April. Make your appointment early to meet with your advisor.
	Mid-February	Progress grades posted for 100- and 200-level courses. Students with multiple low progress grades are contacted to discuss possible resources and additional help needed to pull up grades.
	Early-Mid March	Spring break. Though no classes are held, ODU remains open.
	Late March	Deadline to withdraw without academic penalty. Be sure to discuss your decision to withdraw from a course with your advisor and (if applicable) Financial Aid.
	Mid-April	Registration for fall (and summer) classes begins. The first week is time-ticketed credit hours earned. View your time ticket via Leo Online's "Student Records." All holds must be satisfied prior to registering at this time.
	Late April-Early May	Final Exams. Walk-in advising available. Final grades are posted to Leo Online within 48 hours of your exam date- be sure to check them!
<b>Summer</b>	Mid May	Summer classes begin. ODU schedule several sessions of classes ranging in length from 4 weeks to 16 weeks.
	Mid May-Mid August	Walk-in advising is available for quick questions on schedule changes, spring grades, etc., however it is best to schedule an appointment as most

		advisors are unavailable to meet on PREVIEW orientation days (of which there are several) and many also take vacation breaks during the summer semester.
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## ACADEMIC ADVISING TIMELINE:

### Freshman Year (0-25 credits)

- Be sure you understand your major curriculum. Make a tentative plan of classes, semester by semester.
- Begin exploring your career goals to make sure they match with your intended major. Now is the time to explore the experiences needed for your dream job to ensure that you can get as much of that experience as possible while at ODU.
- Get involved with at least one organization.
- Begin looking into study abroad opportunities. Depending on your major and the country you intend to visit, you may need to save some general education courses for your study abroad trip.
- Begin building your resume. The Career Management Center can help you with this.

### Sophomore Year (26-57 credits)

- Get to know at least one Faculty member. This professor could give you a letter of recommendation later.
- Stay involved. Choose activities that suit your interests and goals.
- Update your resume.
- Declare your major. You will likely become eligible to declare your major this year if you:
  - a) Earn 26 credits (sophomore status).
  - b) Earn a final grade of C or better in BOTH English 110C and English 111C.
    - To declare your major, you will visit the CDA (Chief Departmental Advisor) for your major discipline (a list of CDA's with contact info is maintained on the front of the office door of the Arts & Letters Advising Suite- BAL 1006).
    - If you are not eligible to declare your major, you will continue seeing your freshman advisor in the Arts & Letters Advising suite (BAL 1006).

### Junior Year (58-89 credits)

- Discuss a possible internship or practicum with your advisor. Experience in your field can only help you later on and most internships need to be organized and approved early.
- Begin discussing graduate school versus employment right after graduation. Make this decision early. You need to plan ahead so you can work on applications.
- Take graduate exams if needed (LSAT, GRE, MCAT, GMAT).
- Get to know one or two more Faculty members. These professors could give you great letters of recommendation later.
- Analyses of Graduate Schools- pick the ones that would be a good fit for you. You do not want to go to a research institution if you have never done research.
- Continue updating your resume.
- Degree Audit- be sure to review your degree progress with your advisor to make sure you are on track to graduate on time.

### Senior Year (90-120+ credits)

- Finalize career/postgraduate plans. Collect letters of recommendation and references early. You will need these for graduate school applications and references for jobs.
- Graduate School Applications- deadlines are early. Make sure you are early for those schools you really want.

- Fill out graduation application.
- Submit resumes, begin interviewing.
- Commencement- Congratulations!! You made it!