


## **Undergraduate Academic Advising Syllabus DePaul University - School for New Learning (SNL)**

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### ***SCHOOL FOR NEW LEARNING ACADEMIC ADVISING MISSION STATEMENT***

*The Academic Advising Center in the School for New Learning (SNL) provides students with consistent, personalized academic advising and support while sustaining the SNL mission of emphasizing the integrity, individuality, and responsibility of each student to develop competence. Through a partnership with academic advisors, SNL students are educated to recognize that the constant interaction of school, work, community, and family can influence successful academic achievement. Academic advisors appreciate the potential influence of these variables on learning choices and degree progress and advise students from a developmental philosophy on how best to build the scaffolding necessary to reach their academic, professional, and personal goals.*

### **Advisor Contact Information**

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Office Hours: I am available by appointment only, typically at the Loop or O'Hare campuses. Please contact me directly to schedule a specific appointment time.

### **Advisor Biographical Sketch**

I have ten years of academic advising experience at DePaul University, having worked with both SNL undergraduate and graduate students. Prior to that, I had careers in the financial services and non-profit sectors. Like most SNL students, I earned my college degrees attending evening classes while working full-time. I earned an associate's degree in business management at Morton College, a bachelor's degree in human resource development at Northeastern Illinois University, then a master's degree in counseling at Northeastern.

I consider it a great privilege to work at DePaul University, given its Vincentian mission and commitment to students. I am fortunate to work with an incredibly talented academic advising staff that is committed to serving students. SNL academic advisors partner with SNL faculty and staff to ensure the best experience for students as they pursue their educational, career and personal goals.

### **University Responsibilities – Resources the University Will Provide**

You and I can expect DePaul University to:

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

### **My Responsibilities – What You Can Expect**

You can expect me to:

- Be accessible to meet with you for advising during my available office hours, by phone, e-mail or via Skype.
- 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 a record of academic advising appointments.
- Assist you in developing appropriate decision-making skills regarding your academic plan so that you can assume full responsibility for your educational plans and achievements.
- Refer you to other DePaul offices and on-line resources for help with specific issues (for example, the Career Center, various tutoring services, Student Financial Aid, The Writing Center, University Counseling, etc.).
- Offer strategies for working closely with your professors in classes based on delivery method (on-ground, on-line, hybrid).
- Talk with you about the purposes and goals of pursuing a degree through SNL and its effects on your life and personal goals.
- Listen to your concerns and maintain confidentiality.

### **Student Responsibilities – How to Prepare for Academic Advising**

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

- Maintain regular contact with me. You may meet with me in-person, send emails, call on the phone or engage on Skype in whatever combination makes the most sense for you.
- Be prepared for each academic advising appointment or encounter with questions or topics to discuss. Review your academic records before the appointment. During phone appointments, students are expected to have easy access to a computer.
- Provide me 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 and contact me in advance to discuss it. Contact me before making major schedule changes—this is very important if you are changing your schedule after classes have started.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations
- Familiarize yourself with important university and SNL documents available on-line. Give special attention to the [DePaul University Undergraduate Student Handbook](#).
- 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 the financial and time-related consequences of your decisions. Ask me for assistance in making these decisions.
- Keep a personal record of your progress toward meeting your goals, and organize official documents for future reference.

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

Students who successfully engage in the academic advising process at SNL will be able to:

- Make strategic decisions connecting your academic and long-term goals.
- Develop a plan for successfully selecting courses each term that satisfy necessary degree requirements and effectively advance you toward degree completion.
- Articulate and cultivate an appreciation for the meaning and value of your academic program.
- Use the resources and services offered by DePaul University and SNL to assist you in achieving your academic, personal and career goals.

### **Family Educational Rights and Privacy Act (FERPA)**

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:

<http://offices.depaul.edu/depaul-central/ferpa-and-personal-information/ferpa/Pages/default.aspx>

### **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. You should consult with me to receive updates on your 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 me aware of these accommodation needs. I may refer you to the Center for Students with Disabilities (CSD). Staff members in CSD 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, CSD is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

Office website: [http://studentaffairs.depaul.edu/plus/services\\_osd.html](http://studentaffairs.depaul.edu/plus/services_osd.html)

### **Important Websites**

SNL Webpage: [www.snل.depaul.edu](http://www.snل.depaul.edu)

Programs: <http://www.snل.depaul.edu/Programs/index.asp>

Courses: <http://www.snل.depaul.edu/Courses/Undergraduate/index.asp>

Student Resources: [http://www.snل.depaul.edu/StudentResources/Undergrad\\_Resources/index.asp](http://www.snل.depaul.edu/StudentResources/Undergrad_Resources/index.asp)

DePaul Academic Calendar: <http://oaa.depaul.edu/what/calendar.jsp>

The Learning Center (Campus Connect video tutorials):

<http://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx>

DePaul Central – Combined services for Student Records, Financial Aid and Student Accounts

<http://depaulcentral.depaul.edu/>. Phone: 312-362-8610