**Advising Syllabus**

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| **Advisor:** | **Phone:** |
| **Office:** | **Major:** |
| **E-mail:** | **Minor:** |

**Office Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |   |  |  |

 **Advising Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |   |  |  |

 **The LSSU Advising Model**

**Vision:**  The vision of the Academic Advising Program at LSSU is to create a positive climate of respect and cooperation between students, faculty, and staff. This positive climate will empower students to utilize the full range of resources and opportunities offered at LSSU as students maximize their capacity for success.

**Mission:** The mission of LSSU’s Academic Advising Program is to collaborate with students to define, plan and fulfill their educational goals.

**Goals:**

1. Provide students with the degree requirements for their degree program and the tools and resources available to plan their course of study. Possible delivery methods:
	1. Faculty
	2. Learning Commons
	3. USEM/TREX
2. Promote reflections on successes and challenges in order to encourage students to recognize that basic abilities can be developed through dedication and hard work.
3. Assisting students to plan for further study or for career after graduation.
4. Collaborate with students to pursue excellence and to persevere to accomplish personally meaningful life goals.
5. Encourage students to take pride in and accept responsibility for their educational decisions.
6. Familiarize students with campus resources, to enable them to smoothly transition into campus life.

**Student Learning Outcomes**

 LSSU students will be able to:

1. Demonstrate knowledge of course requirements for their degree.
2. Register successfully using the student information system (Anchor Access).
3. Utilize advising resources.
4. Identify short term goals.
5. Identify long term goals.
6. Utilize on-campus resources.

**Expectations of the Advisor:**

You can expect your advisor to:

* Understand and effectively communicate curriculum, graduation requirements, and university policies and procedures
* Listen to your concerns and respect your individual values and choices
* Assist and guide you in defining your academic, career, and personal goals
* Encourage and support you in creating an educational plan that is consistent with those goals
* Monitor and accurately document students’ progress toward meeting their goals
* Be available to answer your questions through scheduled meetings, phone calls, or emails
* Provide students with information about and strategies for utilizing the available resources and services on campus
* Refer you to other campus offices as appropriate
* Maintain confidentiality

 **Expectations of the Advisee:**

Your advisor expects you to:

* Check your LSSU email regularly (at least 2-3 times per week)
* Use resources (handbooks, web, myLSSU) to find answers to questions you may have
* Schedule and attend advising appointments each semester
* Be on time and prepared for each appointment with questions & topics for discussion
* Ask questions if you do not understand an issue or have a specific concern
* Review your degree audit each semester and track your progress towards completing your graduation requirements
* Familiarize yourself with the academic calendar and be aware of deadline dates
* Be open to developing and clarifying your personal values and goals
* 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
* Become familiar with campus programs, policies, procedures and opportunities
* Accept responsibility for your decisions and actions
* Be an active learner by participating fully in the advising experience
* Seek help when needed and use appropriate campus resources