Academic Advising Syllabus
Center for Advising & Student Transitions

Contact Information:
Center for Advising & Student Transitions (CAST)
Montclair State University
Webster Hall 200A
973-655-7114
cast@mail.montclair.edu
www.montclair.edu/cast

Office Hours:
Monday-Friday 8:30-4:30. Please call 973-655-7114 to schedule an appointment during these hours.

Resources:
University Catalog (http://www.montclair.edu/undergraduate_catalog/)
Web Enrollment Services for Students WESS (https://wfs.montclair.edu/ahomepg.htm)
Center for Advising and Student Transitions website: (www.montclair.edu/advising-transitions)

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<th>Academic Advisor Contact Information:</th>
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<tr>
<td>Name: ________________________________</td>
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<tr>
<td>Office Location: Webster Hall Room:______</td>
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<td>Phone Number: 973-655-______</td>
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<td>Email: <a href="mailto:__________________________@mail.montclair.edu">__________________________@mail.montclair.edu</a></td>
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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). Academic advising should be ongoing throughout your college career. It helps you to clarify your personal, educational, and career goals, and to understand how your courses fit into your goals for the future.

The mission of the Center for Advising and Student Transitions’ academic advising program is to assist students with their academic transition as they expand their knowledge & skills, clarify their goals, and develop ownership for their educational experiences.
Academic Advising is a two-way street. Your academic advisor is your primary advisor in your first two years if you are Undeclared, and your secondary advisor for your first year (in addition to your faculty advisor) if you have declared a major. Your advisor has responsibilities to you, but you must also fulfill expectations.

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<th><strong>Academic Advisor Responsibilities</strong></th>
<th><strong>Student Responsibilities</strong></th>
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<tr>
<td>Understand and clearly communicate degree requirements at MSU</td>
<td>Become knowledgeable about General Education and major requirements in your area of interest</td>
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<td>Convey University policies and procedures</td>
<td>Adhere to University policies and procedures, and ask questions about them if necessary</td>
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<td>Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)</td>
<td>Keep open lines of communication</td>
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<td>Be available to you through scheduled appointments, walk-in hours, group advising sessions, and emails and phone calls during regular business hours</td>
<td>Understand that advisors have a variety of responsibilities that impact their availability, keep scheduled appointments, and cancel with at least 24 hours notice if necessary</td>
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<td>Work with you to identify your strengths and interests to help you develop realistic educational goals</td>
<td>Be honest and open with advisors about your strengths, interests, and goals</td>
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<td>Provide you with information on learning opportunities outside the classroom</td>
<td>Be open to opportunities for learning outside of the classroom or the advisement office</td>
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<td>Make appropriate referrals as necessary</td>
<td>Follow up with recommended referrals</td>
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<td>Discuss your academic performance and its impact on your future goals</td>
<td>Accept responsibility for your academic performance and accept the challenge that college courses provide</td>
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<td>Listen to and respect you as an individual with unique needs, abilities, and interests</td>
<td>Listen to and respect the academic advisor as a professional who has your best interest in mind</td>
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<td>Assist you in making a smooth transition to Montclair State University</td>
<td>Ask questions and request assistance at the first sign of difficulty or concern</td>
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<td>Provide you with accurate information and follow up with you if any questions were left unanswered</td>
<td>Come prepared to meetings with questions and some initial research done about your areas of inquiry</td>
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Student Learning Outcomes
As a result in participating in academic advisement, by the end of the first year, students can expect to:

- Understand the purpose of the Montclair State’s General Education program
- Be able to relate how the courses in their major relate to their overall intellectual growth
- Understand how to complete their degree requirements
- Identify campus resources that help them reach their goals
- Identify their strengths and areas in need of strengthening
- Articulate their personal, educational, and career values
- Relate their personal, educational, and career values to their selection of careers, majors and courses
- Correctly interpret the information on their Analysis of Academic Progress
- Apply the information on their Analysis of Academic Progress to appropriate course selection
- Understand the academic processes within a higher education institution

Recommended Calendar of Activities

Fall Semester

September (First week of classes):
List the purposes for each course you are taking. If you don’t know the purpose of the class, contact your advisor. Perhaps a change to your schedule is warranted. The add/drop deadline is September 14

Mid-September:
Think about an academic goal you would like to accomplish this semester. What steps do you need to take now to achieve it? What obstacles may be preventing you from reaching that goal? What resources can help you to reach your goal?

Mid-October:
What subjects did you enjoy in high school? Which classes are you enjoying now? What commonalities do you see in these subjects? What are some of the majors you are thinking about?

Early November:
You should register for about 5 classes this spring. List 6-8 classes you are considering, and explain why. Schedule an appointment now with your advisor and bring this list with you to your advising appointment.

Early December:
Use the gpa calculator available at montclair.edu/advising-transitions/student-resources/ to predict your gpa for the fall semester. How does this gpa compare with what you were hoping to earn? What can you do now to improve it?
Form a study group! Students who study in groups often do better than those who study alone.

Early January:
Talk with someone you respect, admire, trust about their career decision-making process. What can you learn from them? What might you do differently?
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Spring Semester

First week of classes (mid-January):
Most students start each semester with plans for how “this semester will be different.” How do you hope to improve upon last semester? List some techniques you might use to help you become an (even) better student. What resources might you make use of? How might you spend your time differently? Keep the list in a prominent place.

February
Peruse the website of the Center for Career Services and Cooperative Education. Take Focus (http://www.montclair.edu/CareerServices/studentservices/focusintro.html). Explore a career of interest in the Occupational Outlook Handbook (www.bls.gov/oco). Think about what is important to you in a job. Stability? Travel? The chance to help others? Good pay? Your values in these areas are just as important as your strengths and interests in the career choice process.

Early March:
Look back to the list you made last month. How are you doing? What resources can you use to help you get back on track, if necessary?

Late March:
Generate your Analysis of Academic Progress on WESS. What are some courses that would be appropriate for next year? Do all the classes you’ve taken so far have a purpose in your degree?

April:
Who will your academic advisor be next year? If you are declared, you have a faculty major in your department who you will be meeting with for your advising questions. If you are undeclared, you will continue to be advised by your CAST advisor. You will work with him or her until you declare a major.

May and beyond:
This summer, spend some time researching some majors or careers of interest. Look at the “What can I do with a major in...” worksheets on the Center for Career Services and Cooperative Education website available here: http://www.montclair.edu/CareerServices/studentservices/major.html. Read about different Careers in the Occupational Outlook Handbook (http://www.bls.gov/oco/). Think about joining an organization next year that focuses on a career or major of interest.

Statement on Disabilities:

Any student with a documented physical, sensory, psychological or learning disability requiring academic accommodations should make arrangements through The Disability Resource Center. (Morehead Hall 305, 973-655-5431)