This advising syllabus is intended to be an introduction to the advising program and a quick reference guide of the goals an advisor should strive for.

Advising Mission Statement

Academic advising at SUNY Delhi is a comprehensive process in which faculty and professional staff help students to develop educational plans for attaining their life and career goals. It is a decision-making process that assists students in realizing their maximum educational potential through timely communication with an advisor; it is ongoing and multi-faceted.

The advisor helps students make well-informed academic decisions, link academic pursuit/s to transfer/career goal/s, and take active responsibility for their education. The advisor serves as a facilitator of communication; a coordinator of learning experiences through career planning, course selection, and program progress review; and an agent of referral to campus and community resources as well as other institutions of higher learning.

Delhi views the advising process as a way to affect total student development, student satisfaction and retention. There is an institutional commitment to train faculty and staff so they will understand institutional policies and procedures. This way, advisors are able to dispense accurate, timely and consistent information.

Goals of the advising program:

1. Advisors are knowledgeable about policies and procedures of the college
2. Advisors can read the online degree evaluation and are aware of curriculum requirements
3. Advisors promote student success
4. Advisors are aware of resources available to them and their advisees
What advisors can do to relate to advisees:

1. Get to know advisees; academically and personally
2. Be a good listener
3. Show a genuine interest in their advisees
4. Respect the advisee’s opinion
5. Provide an open atmosphere and show concern for the advisee’s development

Responsibilities of Advisors:

1. Provide accurate information
2. Treat students with respect
3. Keep all student issues confidential
4. Keep accurate records of student progress
5. Assist students in decision making
6. Refer students to appropriate support services
7. Guide and then allow students to make the final decisions

Responsibilities of Advisees:

1. Actively participate in the advising process
2. Responsible for their own actions
3. Be on time for appointments
4. Be prepared to discuss course options, make decisions about the upcoming semester, and explore career and program options
5. Be willing to discuss problems and challenges
6. Avoid distractions; such as, phones and texting

Assessment of Advising Program

Advisee’s complete an evaluation of their advisor on an annual basis. The information received is used for future training purposes and program development.

Advising Events and Topics

First Five Weeks
1. Orientation meetings
2. Adjust schedules: add/drop full semester courses during week one
3. Family Day
4. Registration available for B-Session courses
5. Advisor meetings should begin

Second Five Weeks
1. A semester Break
2. If graduating, completion of petition to graduate
3. Midterm
4. B-Session courses begin
5. Develop schedule for next semester
6. Deadline to drop a course

Last Five weeks
1. Registering for next semester courses
2. Another Break
3. Deadline to withdraw from college
4. Preparing for finals
5. Taking finals
6. Graduation

NACADA
(National Academic Advising Association)
http://www.nacada.ksu.edu/