

Academic Advising Syllabus **Advisor's Name**

Office:

Phone:

Hours:

Description

Advising is more than just schedule planning. First year advisors collaborate with you to make the most of your time at Moravian, helping you to succeed in your classes as well as introducing you to opportunities within the College.

Academic advising is a developmental and collaborative process. Your advisor is here to help you by providing you resources and appropriate referrals to make well-informed decisions, but you as a student also need to take ownership of your education. Advising works best when you come to your appointment prepared, and follow up on your advisors' recommendations, including reaching out to campus and community partners.

All first-year students are required to meet with their advisor once per semester. Your advisor will work with you to determine your major and help you declare. After your first year, you have access to your departmental advisor (for your major).

Making an Advising Appointment

Some advisors use Navigate for appointment scheduling.

You can also reach your advisor by email for an appointment.

Required materials

Please bring something to take notes with to your advising appointment. Many students bring a personal laptop to help plan their schedules and look up course offerings.

Preparation

Advising is a collaborative process. In order to make the most of your 30-minute advising appointment, please complete the following tasks carefully and thoroughly:

1. Look up the requirements for your major(s). Use the online Catalog available at <https://www.moravian.edu/catalog>. Bring the list of requirements, noting those you have not met, with you to advising.
2. Review your Advising Worksheet available through AMOS to help you identify which courses you still need to take.
3. After identifying courses you still need to take, build a prospective schedule

4. Make a list of any questions you have for your advisor to bring with you.
5. Bring materials to take notes. Students are expected to take notes during their advising appointment.

Missing Required Advising

First year students are required to meet with their advisor once per semester. Failure to sign up for an advising appointment prior to registration will result in a hold on your account, which will not be lifted until you meet with your advisor. Missing an appointment with your academic advisor without notice will also result in a hold being placed on your account.

Important Dates

* Please see the [Moravian Academic Calendar](#) for a complete list of important dates.

Advisor/Advisee Responsibilities

Advisor Responsibilities:

- Inform students of the nature of the advisor/advisee relationship
- Develop a caring relationship with advisees
- Assist students in defining and developing realistic educational and career plans
- Help students plan a program consistent with their abilities and interests
- Monitor progress toward educational and career goals
- Interpret and explain instructional policies, procedures, and requirements
- Inform students of special services available to them for remediation, academic assistance and other needs.
- Refer students when academic, behavioral or personal problems require intervention by other professionals

Advisee Responsibilities:

- Clarify their personal values, abilities, interests and goals
- Become knowledgeable about, and adhere to, institutional policies, procedures, and requirements
- Make and keep appointments with the advisor when required or when in need of assistance
- Prepare for the advising session and bring appropriate materials
- Follow through on actions identified during each advising session
- Accept final responsibility for all decisions