

## ADVISING SYLLABUS

### For academic advising, contact:

To provide you with the best counsel, advisors must have time to review your academic history, plan, and progress. Although some questions can be answered via e-mail or phone, good advising almost always occurs during a scheduled appointment. To schedule an appointment, use the [Student Appointment Scheduler](#) available through [One.IU](#).

### ADVISING & LEARNING OUTCOMES

Academic advising is integral component of a student's college experience, which works to fulfill the teaching and learning mission of institutions of higher education. (NACADA, 2006) Through academic advising, we hope that students learn:

- to become an **active member of the IUPUC campus community**
- to **think critically** about their roles and responsibilities as students
- to **take ownership and make effective decisions** concerning enrollment, academic progress, degree requirements, and career goals
- to **develop an educational plan** for successfully achieving their goals
- to **demonstrate an understanding of the value of higher education** and the **components of their degree program**
- to **utilize resources and services on campus** that assist in achieving academic, personal, and career goals
- to **select courses each semester** that will help make progress toward **fulfilling their educational plan** and **graduating in a timely manner**

### DIVISION OF LIBERAL ARTS ADVISING GOALS

In the Division of Liberal Arts at IUPUC, our role is to assist you in discovering the information, self-knowledge, and experiences that will help you to reach your educational and career goals. Staff and faculty will not prescribe answers to your questions, but will aid you in determining the best course of action. We believe that academic advising is a collaborative process, and ultimately, you are responsible for your educational experience and subsequent outcomes.

### RECOMMENDED READING

- IUPUC campus bulletin (<http://bulletins.iu.edu/iupuc/index.html>)
- IUPUC registration bulletin (<https://students.iupuc.edu/register/steps-register/index.html>)
- Division of Liberal Arts Web pages and degree requirements (<https://www.iupuc.edu/liberal-arts/>)

### ADVISOR RESPONSIBILITIES

You can expect your advisor in the Division of Liberal Arts to:

- Understand and effectively communicate the program curriculum, graduation requirements, and university policies and procedures.
- Assist you in gaining decision making skills and assuming responsibility for your educational plans and achievements.
- Provide encouragement and guidance as you define and develop realistic goals.

- Support you in gaining the skills to develop clear and attainable educational plans.
- Provide information about, and strategies for, utilizing the available resources and services on campus.
- Help you to explore educational opportunities that will enable you to achieve your academic plans (ex. visiting intercampus transfer, guest student status on another college campus, etc.)
- Assist you in understanding the purposes and goals of higher education, and its effects on your life and personal goals.
- Document your progress toward meeting the goals that you establish.
- Be accessible during office hours for advising (in-person, or via telephone or by e-mail).
- Maintain confidentiality.

## ADVISEE RESPONSIBILITIES

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

- Schedule an appointment with the Division of Liberal Arts advisor during each semester.
- Come prepared to each advising appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- 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.
- Provide your advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about your education program, policies, and procedures.
- Become knowledgeable about campus policies and procedures.
- Understand that you are ultimately responsible for your decisions.

## ADAPTIVE EDUCATIONAL SERVICES (AES)

If you need accommodations because of physical challenges, learning disabilities, illness, or other factors, you may apply for Adaptive Educational Services (AES). You must complete the appropriate forms and documentation before accommodations can be made. For information, visit <https://www.iupuc.edu/academics/advising-support/adaptive-education-services/request-assistance/index.html> or call 812.314.2585.

## SAFE ZONE

The Division of Liberal Arts actively creates an open, respectful, and supportive environment for all people. We do not discriminate on the basis of race, color, gender, sexual orientation, socioeconomic status, marital status, national or ethnic origin, age, religion/creed, disability, or political affiliation.

## DISCLAIMER

IUPUC and the Division of Liberal Arts makes every effort to provide accurate information; however, we reserve the right to change without notice statements in handouts, handbooks and bulletins concerning rules, policies, fees, curricula, courses or other matters. You are responsible for understanding and fulfilling the appropriate degree requirements for your major. If a degree must be completed on another college campus, it is your responsibility to fulfill all requirements of that campus and degree program.

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