

UNDERGRADUATE ACADEMIC ADVISING SYLLABUS

Bellevue University

ACADEMIC ADVISORS: Please check the website under Student Resources/Advising for a List of Advisors with phone numbers. You will need to know your college and major to locate your Academic Advisor.

Text/Materials: University Catalog
University Advising Web Resources
Electronic Resource Courses (Library)
(All above found at www.bellevue.edu)
Advising Handouts/Attachments
(Provided by your Academic Advisor)

Please note:

To ensure proper and accurate academic advising, it is crucial that your official transcripts be received by the Registrar's Office as soon as possible so an official audit may be completed. Thank you for your cooperation. I wish you much success in achieving your academic goals!

Academic Advising Description/Definition

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)

At Bellevue University, academic advising provides all students the opportunity to build a relationship with their academic advisor for the purpose of gaining assistance in planning their educational career, in learning skills needed for academic success, and in learning how to access the variety of resources and services available to them on the BU campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Advisor Responsibilities – What You Can Expect

You can expect me as your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Encourage and support students with information about strategies for utilizing the resources and services available
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- Monitor and accurately document students' progress toward meeting their goals
- Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access. Advisors will respond to student inquiries within 48 hours.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their professors

Advisee Responsibilities – What You Are Expected To Do

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

- Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that can affect the rest of your life.
- Be prepared for each advising session 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
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals; provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at Bellevue University,

- Students will be able to articulate a basic understanding of degree requirements.
- Students will be able to articulate a basic understanding of the Kirkpatrick Signature Series (purpose, content and its part of the BU mission and place within the degree).
- Students will be able to articulate a basic understanding of BU's primary academic tools, policies and procedures.
- Students will be able to articulate a basic understanding of general education core requirements.
- Students will be exposed to the value of life-long learning.

Assessment:

We are currently trying to assess whether our Academic Advising Program at Bellevue University gives our students the tools they need to accomplish their goals toward a college degree. We will be sending out surveys periodically for your input on Academic Advising. Please assist us by completing and returning these surveys. We want to make your Academic Advising to be the best for you and future Bellevue University students.