

## Academic Advising: Information, Expectations, and Outcomes

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**Office:** GOL- 2100 Tuesdays GCI -1782, Wednesdays, remote, available over email and zoom

### Student Services & Academic Advising

**Location:** GCI-1782

**Phone:** 585-475-2963

### Advising Appointments

- Use this link to Starfish : <https://rit.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/2753314/schedule> to schedule an appointment or view the open advising/walk-in schedule. Students can schedule an appointment to be in person, over RIT Zoom or on the phone. Open Advising/walk-ins are in the modality publicized on Starfish
- For quick questions, 10 minutes or less, walk-ins are available at a variety of times throughout the week each semester.

### Methods of Communication

- Email: Advisors use RIT email as the primary means of contacting students. If you use another email, you should forward all your RIT mail to the mail reader you check regularly.
- Students may also use the RIT SLACK channel, but please note this is not monitored after business hours

### Materials Used for Academic Advising

- Program Worksheet: You may obtain a copy of your electronic worksheet by emailing your academic advisor.
- Student Information System: <https://sis.rit.edu/info/welcome.do> Academic Advising Report found under “Academic Records” in SIS

### Academic Advising Description/Definition

Academic advising is an educational process that facilitates the students’ understanding of the meaning and purpose of higher education. It fosters intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

### Mission

The Academic Advising Team is committed to the success of all undergraduate and graduate students within the department. Through individual and collaborative relationships, academic advisors will help empower students to reach their personal, academic, and career goals. As a team, our core goals of academic advising are to help students by:

- Providing accurate and timely information about the student’s academic program.
- Evaluating students’ progress toward completing their degree and communicating concerns regarding their progress.
- Interpreting and effectively communicating the University, college, and departmental policies and procedures that affect students’ educational decisions and actions.
- Identifying and assisting students who are “at risk” or experiencing academic difficulty.
- Assisting students with evaluating their experiences and choices to help them develop life-long skills.
- Collaborating with faculty, staff, and departments across campus to enhance students’ educational experiences.
- Pursuing personal and professional growth to enhance our ability to provide students with high quality advisement.

## **Academic Advisor Responsibilities - What You Can Expect from Us**

### **You can expect us to:**

- Guide you in defining and developing clear and realistic educational goals, while encouraging you to take responsibility for your educational plans, decisions and achievements
- Respect your individual values and concerns, and treat you as an adult
- Maintain confidentiality
- Understand and effectively communicate the curriculum, requirements and academic policies and procedures
- Respond to your questions and concerns in a timely manner
- Provide you with information for using campus resources and services
- Accurately document your progress toward meeting your educational goals
- Be accessible for meetings during appointments, telephone, or email

## **Advisee Responsibilities - What We Expect from You**

### **As an advisee, we expect you to:**

- Accept responsibility for your decisions, your actions, and/or your inactions that affect your educational progress and goals
- Always demonstrate academic integrity and ethical behavior
- Contact your academic advisor at least once per year or as often as needed
- Come to each appointment or walk-in with your questions prepared and relevant documents at hand
- Be open and willing to consider and act upon advice from faculty and advisors
- 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
- Become knowledgeable about your degree requirements, policies, and procedures
- Gather all relevant information before making decisions
- Consider personal values and goals and provide the advisor with accurate information regarding your interests and abilities
- Arrange for interpreting, if you need it

### **As a result of the student/advisor partnership we expect that you will:**

- Demonstrate the ability to make effective decisions concerning your degree and career goals based on your abilities, aspirations, interests, and values
- Develop an educational plan for successfully achieving your goals and select courses each quarter that support those goals
- Effectively utilize RIT resources and services such as Student Information System, Academic Support Center, Co-op and Career Services, etc.
- Understand and appreciate the value of the general education requirements
- Make use of referrals to campus resources as needed
- Graduate in a timely manner based on your educational plans
- Recognize the need for continued learning throughout your career