



## Academic Advising Syllabus

### Contact Information

**Academic Advising Center**  
500 Wilcox Street  
Tower Hall- N 320  
Phone: 815-740-3657  
Email: [advising@stfrancis.edu](mailto:advising@stfrancis.edu)

#### Faculty Advisor

You can find your faculty advisor's contact information in the MyUSF portal. It's under For Students > Your Student Academic Profile

### Advising Appointments

**Academic Advising Center**  
**By Appointment**  
Monday through Friday  
9:00 a.m. to 4:30 p.m.  
(Evening Appointments available upon request)

#### Faculty Advisors

Contact your faculty advisor for office hours

### Academic Advising 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 towards academic success and lifelong learning. (NACADA 2004)

### Academic Advising at USF

#### New Freshman Students

Freshman students are registered by their Foundations advisor during a registration event in April or June. If freshman cannot make the events or are accepted to USF after the events they will be registered in the Academic Advising Center.

#### New Transfer Students/Graduate Students

New transfer and graduate students are registered in the Academic Advising Center or with a faculty advisor within their college. During their first semester most students will be assigned to a faculty advisor within their major. Pre-nursing and undecided students will be advised in the Academic Advising Center until their clinical courses are started or a major is selected.

#### International Students

ELAP students will be advised within the ELAP program. When they have met the requirements to move to a traditional program, they will follow their path as listed above. International students must register for full-time enrollment all semesters to comply with SEVIS requirements

#### Second Semester through Graduation Advising

Registration and academic advising is a collaborative process between faculty advisor and advisee. All students should schedule an appointment with their faculty advisor before coming to the Academic Advising Center. The Academic Advising Center is available to assist when faculty are unavailable or when there are questions regarding changing majors.

**Bigger thinking. Brighter purpose.**



## Expectations & Goals

### Expectations of Advisor:

- ❖ Help formulate and realize goals
- ❖ Provide information on degree programs
- ❖ Assist with course selection
- ❖ Guide student success
- ❖ Guide to appropriate resources
- ❖ Assist Advisee in understanding policies and procedures
- ❖ Provide information about careers relating to the advisee's major

### Expectations of Advisee:

- ❖ Plan ahead
- ❖ Actively participate
- ❖ Ask questions
- ❖ Discuss your goals and options
- ❖ Stay current on majors, courses, and degree requirements
- ❖ Check your USF email (This is the University's official way to communicate with you)
- ❖ If you cannot keep your appointment, don't be a "no show" and either cancel or reschedule

### Goals:

- ❖ Build a good relationship with your advisor. Advising is a joint effort between the advisor and advisee
- ❖ Learn about and take advantage of numerous resources and opportunities available to you on campus
- ❖ Identify educational and career goals and make effective decisions with regard to these goals
- ❖ Take ownership of your education and graduate in a timely manner based on your individual educational plan

## Preparing for an Advising Appointment

Because students are expected to be active participants in the advising process you should prepare before going to your advising appointment.

- ❖ Understand the degree requirements of your major
- ❖ Review the curriculum before your appointment
- ❖ Read course descriptions to be aware of any prerequisites and co requisites
- ❖ Prepare a list of courses that you are considering taking
- ❖ Review your degree audit report by clicking on the "Degree Progress" link within your MyUSF portal
- ❖ Prepare a list of questions for you and your advisor to discuss
- ❖ Be prompt to your appointment

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