



EAST STROUDSBURG UNIVERSITY – ACADEMIC ADVISING FOR UNDECLARED STUDENTS

# ADVISING SYLLABUS

Office: Room 53  
Rosenkrans East  
570-422-3164

**This Syllabus is designed to ease your transition to college and outline what is expected of you during your academic advising appointments throughout your time at ESU while you are undeclared. Please keep this document and refer to it prior to your advising appointments.**

## Academic Advising Mission Statement

Exploratory Studies is a comprehensive program designed to meet the needs of students who wish to explore their options in order to find a “best fit” major. Exploratory Studies students typically make up 10-15% of each ESU entering the class. Students from our program are in every college at the University, and our students are actively engaged in university life.

Exploratory Studies academic advisors and success coach prepare undergraduate students to navigate all aspects of academic planning by promoting an atmosphere that encourages self-exploration and resource utilization in support of academic success, as well as the timely and informed pursuit of an academic major.

We accomplish this by:

- Establishing a relationship based on mutual trust while encouraging students to address academic strengths and challenges;
- Assisting students in the exploration of potential academic major and/or career paths;
- Assisting students to help develop an appropriate academic plan which includes assistance in course selection

### **Student Learning Outcomes for Advising**

*As a result of the academic advising process at East Stroudsburg University, students will:*

- 1. Know how to contact their advisor to make an appointment*
- 2. Learn where to access information in the myESU website.*
- 3. Know what courses are required for their proposed degree and major.*
- 4. Understand the universities general education requirements.*
- 5. Enroll in courses their advisor has recommended.*
- 6. Know important deadlines and dates and act accordingly.*
- 7. Know how to monitor their academic progress toward degree completion.*
- 8. Know campus academic success resources that are available to them and utilize these accordingly.*
- 9. Take responsibility for their decisions.*

### **Advisor and Student Responsibilities**

<b>Advisor Responsibilities</b>	<b>Student Responsibilities</b>
<i>Interpret and provide rationale for university policies, regulations, programs, and procedures. Help student make connections between majors and careers.</i>	<i>Become knowledgeable and follow institutional policies, procedures, requirements and deadlines. If you don't understand, ask questions!</i>
<i>Be available to meet with students each semester. Establish and maintain regular advising hours. Act as a resource for both students and the larger campus community.</i>	<i>Initiate contact with your advisor and be prepared for advising sessions – make a list of questions or concerns; plan a tentative course schedule. Take the time to write down questions you want to clarify.</i>
<i>Get to know advisees as individuals and create an atmosphere of caring and professional concern for students. Help students connect to each other, campus events, programs, and opportunities.</i>	<i>Get to know yourself. What are your personal interests, abilities, values and goals? Seek out and take advantage of the East Stroudsburg University student experience.</i>
<i>Offer advice on selecting courses and assist in developing an academic plan which is consistent with student goals. Assist student to define and develop realistic goals.</i>	<i>Provide your advisor with all the facts, keeping him/her informed about changes in your academic progress, course selection, educational and career goals.</i>

<i>Know how to interpret a degree audit and help monitor student's progress. Encourage timely steps toward a degree.</i>	Seek assistance, remember that at NO time will your academic advisor just give you a pin number to register.
<i>Be responsive to student needs, and when appropriate, inform and refer student to campus services available for acceleration, academic assistance, or other concerns.</i>	<i>Follow through with suggestions identified during advising sessions and take action where appropriate (file the form; make the call; schedule the appointment, etc.)</i>
<i>Inform student regarding alternatives, limitations, and potential consequences of academic decisions.</i>	<i>Accept final responsibility for all decisions.</i>

**Your responsibilities for each appointment:**

**1st meeting with an advisor (first week of classes)**

**Your advisor will discuss the following:**

- ✓ Transition to University life;
- ✓ Your schedule;
- ✓ University procedures to add or drop a class;
- ✓ Establishing academic priorities;
- ✓ ESU computerized process at mid-term when you review your grades. It is your responsibility to check your grades in order to adjust your study habits;
- ✓ Attend academic skills programs in order enhance your ability to do well the first / transition semester;
- ✓ General Education overview;
- ✓ Calendar overview; and
- ✓ Goal setting moving toward the declaration of a major.

**2<sup>nd</sup> meeting with an advisor (prior to registering for the following semester)**

**You can either attend a group advising session at the stated times which are mailed to you and posted around campus, or you can log on to D2L and go through the PowerPoint session on your own. Either is REQUIRED!! A certificate must be presented indicating that you know the registration process.**

- ✓ Prior to the meeting with your academic advisor, please attend a group advising meeting or log on to D2L for registration details.
- ✓ Print and bring to the session, the required CERTIFICATE

- ✓ Bring an outline of courses you are interested in and rank each with a backup choices on the approved form. This form is located at the Academic Advising Office in Rosenkrans room 53 or online.
- ✓ Bring a list of questions to ask your advisor.
- ✓ Make sure you know your computer password. Try to access your online account prior to your advising meeting.

### Drop in meetings with an advisor (to discuss your academic life)

- ✓ It is recommended to declare a major by your 45<sup>th</sup> credit.
- ✓ Start thinking about what majors you might be interested in pursuing; have a short list of options.
- ✓ If your major has been declared you should be connecting with a faculty advisor in your field for more in-depth major information. Changing your major at ESU is as easy and it is done all on line through your myESU portal.

### Advising Advisors and Coaches

- ✓ **Jan Hoffman** ([jhoffman@esu.edu](mailto:jhoffman@esu.edu))  
Academic Success Coach
- ✓ **Jessica Santiago** ([jsantiago1@esu.edu](mailto:jsantiago1@esu.edu))  
Academic Advisor
- ✓ **Jack Truschel** ([jtruschel@esu.edu](mailto:jtruschel@esu.edu))  
Academic Advising Director