



## Academic Advising Syllabus- SUMMER 2010

Academic Advising and Counseling Center

[http://www.goodwin.edu/academic\\_advising\\_counseling.asp](http://www.goodwin.edu/academic_advising_counseling.asp)

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Suite 144, 860.727.6715 or 860.913.2017

Monday-Thursday 8:30-7:00

Friday 8:30-5:00

Saturday 9:00-1:00

### Advisors:

Frank Ruotolo, 860.727.6717  
frutolo@goodwin.edu

Qiona Woffard, 860.727.6773  
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Nichole Petersen, 860.727.6719  
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Tyesha Wood, 860.727.6716  
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Kimberly Beebe, 860.913.2018  
kbeebe@goodwin.edu

Joe Cary, 860.727.6718  
jcary@goodwin.edu

Aaron Isaacs, 860.913.2072  
aisaacs@goodwin.edu

### Expected Student Learning Outcomes

- Develop a rapport with their academic advisor through scheduled appointments.
- Come prepared with questions about course offerings, academic issues and other topics.
- Have knowledge of on-campus resources and services available.
- Make use of referrals to services and resources.
- Bring Plan of Study to Advising Session to discuss progress.
- Take ownership of course selection and registration processes.
- Accept responsibility for academic actions and decisions.

### Student Responsibilities

- Read the College Catalog and Student Handbook.
- Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA).
- Attend Advising appointments as scheduled, at least once per semester.
  - Bring a list of questions or areas of interest to discuss.
  - Gather all relevant decision-making information that will assist with the advisement appointment.
- Set short and long-term goals for your achievement.
- Seek resources that will assist you in making academic and career decisions.
  - Follow-up on referrals and inform your Advisor of the outcome of referrals.
- Follow college procedures for course registration and schedule adjustments.
- Observe academic deadlines.
- Keep a personal record of your degree progress and official college documents (program worksheets, copy of schedule changes and advisement appointment notes, etc.).
  - Be aware of the prerequisites and grade requirements for each course.
  - Inform your advisor or the Registrar's Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on his/her education.

## **Advisor Responsibilities**

- Adhere to FERPA regulations. Respect your right to privacy of educational records and confidentiality in general.
- Create a welcoming and safe environment where you feel comfortable discussing academic, career and life goals.
- Actively listen to you and take steps to provide information and support as needed.
- Answer questions regarding college policies and procedures, academic programs, and student services.
- Assist you in developing an education plan that is consistent with each student's abilities and interests (program demands, academic background, life commitments, etc.)
- Monitor academic progress and discuss performance toward graduation.
- Help you understand that you are responsible for your own decisions and actions.

## **Recommended materials students should have for an advising session**

- Planner or Calendar
- Writing Utensil
- College Catalog
- Student Handbook
- Course Bulletin
- Plan of Study or Suggested Course Sequence Form

## **Appointment-Based Advising**

Academic Advisors strongly encourage you to schedule appointments with your assigned advisor, as this will promote:

- Planning and preparation for you and your advisor.
- A consistent relationship with your advisor who understands your academic goals/needs.
- Efficiency and effectiveness of your advising session.

However, we understand that at times you may not be able to make an appointment. Walk-In appointments are available; however, please be aware that your Advisor may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion. If you walk-in and your advisor is not immediately available, you may make an appointment or wait until he or she is available. Should your advisor be off-campus, you have the option of seeing an available advisor.

## **When Should I see my Advisor?**

We encourage you to make an appointment with your advisor, anytime you feel the need to inform your advisor of events, changes, progress, etc. However, some dates and/or issues should warrant you to take the initiative to contact your advisor (i.e. course selection, class schedule, plan of study, degree/certificate selection, and academic goals).

## Semester Guideline Week by Week

(dates and deadlines also online at [http://www.goodwin.edu/academic\\_calendar.asp](http://www.goodwin.edu/academic_calendar.asp))

Week	Registrar Information	Advising Notes	Student Responsibility (action items to be completed)
Week 1 May 10	Summer Semester Starts Add/Drop begins		Review catalog and student handbook; see your advisor with any questions
Week 2 May 17	Monday, May 17 - Last day to ADD class(es) for first module	If applicable, meet with your advisor to complete paperwork	
Week 3 May 24	Monday, May 24 - Last day to DROP for 1 <sup>st</sup> module and 15-week class(es)	If applicable, see advisor to complete paperwork	Visit Learning Resource Center (LRC), solidify study groups
Week 4 May 31	Monday, MEMORIAL DAY - NO CLASSES	Begin planning for 1 <sup>st</sup> Mod Finals	
Week 5 June 7	Fall 2010 Course Bulletin is available for students		Pick up a copy of course bulletin to review; Make appointment with advisor or department chair
Week 6 June 14	Tuesday, June 15 - Last day to WITHDRAW from first module class(es)	If applicable, see advisor to complete withdraw paperwork	
Week 7 June 21	Finals Week for first module	Course Selection begins; meet with your advisor or department chair during scheduled time	Bring your plan of study and course bulletin to advising session
Week 8 June 28	Tuesday, June 29 - First module ends		
	Wednesday, June 30 - Second module begins		
	Saturday- Monday July 3-5 FOURTH OF JULY WEEKEND NO CLASSES		
Week 9 July 5	Wednesday, July 7 - Last day to ADD class(es) for second module	If applicable, see advisor to complete paperwork	If taking second mod courses, solidify study groups, visit LRC
<b>Week 10 July 12</b>	<b>Summer 2010 Registration - Week 1</b>	<b>NO ADVISING</b>	Review course bulletin for registration dates and deadlines
	Wednesday, July 14- Last day to DROP second module class(es)	If applicable, see advisor to complete paperwork	
<b>Week 11 July 19</b>	<b>Summer 2010 Registration - Week 2</b>	<b>NO ADVISING</b>	
Week 12 July 26	Selective Program Registration- ADN, HISTO, ASRC, PARA		
		Begin planning for Finals	Visit LRC, meet study group
<b>Week 13 August 2</b>	<b>LATE REGISTRATION</b> for FALL 2010 semester begins		\$50 late fee applies - see Financial Aid
	Friday, August 6 - Last day to Withdraw from semester or second module class(es)	If applicable, see advisor to complete paperwork	
Week 14 August 9			
Week 15 August 16	Finals Week - Semester ends Sunday, August 22		

## Suggested Action Plan

- Always have your plan of study and planner.
- Visit/Utilize a College service or resource in the first 4 weeks of semester.
- Set up an appointment with your advisor during week 2, 3, or 4. Bring 3 questions for your Advising Session.
- Week 6, 7, or 8, complete course selection worksheet BEFORE meeting with advisor.
- Attend your instructor's office hours to discuss academic progress.

### SMART GOALS for the Semester

Make a list of SMART (Specific, Measureable, Action-Oriented, Realistic, & Timely) Goals to get you through your classes this semester

Examples:

- A. I will attend my weekly 45-minute appointment with my math tutor to review homework and ask questions.
- B. I will meet with my advisor twice a semester to review course selection and share what I am learning.
- C. I will create a task list each week in my planner to help me stay on track.

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2 \_\_\_\_\_  
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3 \_\_\_\_\_  
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4 \_\_\_\_\_  
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## On Campus Resources

- Book Store (Miranda Hughes, [mhughes@goodwin.edu](mailto:mhughes@goodwin.edu), 860.727.6721)
- Career Services (David Zoppoli, [dzoppoli@goodwin.edu](mailto:dzoppoli@goodwin.edu), 860.727.6768)
- Counseling Services (Tysha Wood, [twood@goodwin.edu](mailto:twood@goodwin.edu), 860.727.6716)
- Disability Services (Denise Schwabe, [dschwabe@goodwin.edu](mailto:dschwabe@goodwin.edu), 860.727.6713)
- Learning Resource Center (Joy Castello-Butler, [jbutler@goodwin.edu](mailto:jbutler@goodwin.edu), 860.727.6712)
- Transfer Counselor (Nichole Petersen, [npetersen@goodwin.edu](mailto:npetersen@goodwin.edu), 860.727.6719)
- Writing Center (Linda Fellows, [writingcenter@goodwin.edu](mailto:writingcenter@goodwin.edu), 860.913.2064)