



Academic Advising Syllabus

ACADEMIC ADVISING DEPARTMENT
GOODWIN COLLEGE

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 Course Catalog and Student Handbook.
- Follow college procedures for course registration and schedule adjustments.
<http://www.goodwin.edu/registrar.asp>
- Observe academic deadlines.
- 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.
- 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.
 - Third attempts at any course require approval from program directors
- 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.
- Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA).
<https://www.goodwin.edu/registrar/ferpa>

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.

Recommended Materials

- 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.

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.

Advising Appointments

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 always warrant you to take the initiative to contact your advisor (i.e. class schedule, plan of study, degree/certificate selection, and academic goals). Course Selection is the most important time to visit with your academic advisor. Each full-time advisor has over 300 students so we encourage you to set up an appointment early.

Technical Issues with Sonisweb

- After three unsuccessful login attempts, you will be locked out of the Sonisweb
 - Call the IT Help Desk **860-727-6752** to resolve this issue
- After 15 minutes of inactivity, you will be logged out of the Sonisweb and any courses in your cart will be emptied
 - Log back in and refill your registration cart