BIOLOGY DEPARTMENT ADVISING SYLLABUS

You will learn how to:
• Confirm that your Biology major is the best “fit” for you
• Plan and execute an appropriate educational plan: curricular and co-curricular
• Develop and implement a career and experiential learning plan
• Evaluate your personal progress throughout your educational career

You can expect your advisor to:
• Help you understand SU’s academic programs, policies and procedures
• Discuss ways you can define and achieve your educational goals
• Assist you in planning your academic program and scheduling courses
• Refer you to other resources when appropriate

Your advisor will expect you to:
• Read and respond to your SU email EVERY DAY
• Schedule and attend advising appointments
• Prepare for appointment with topics for discussion and printed SU Online program evaluations
• Meet with me at least once a quarter
• Take responsibility for your educational decisions

As an SU student:
• Get involved in campus opportunities
• Make adjustments in course and goal planning
• Use educational resources like the Learning Commons and study groups
• Visit options/offices such as Education Abroad, Fellowships, Career Services

WHEN should you make an appointment with your advisor?
• At least once a quarter to discuss your progress and plan next quarter’s schedule
• When you have academic concerns or questions

HOW should you contact your advisor?
• Email or call for an appointment, or stop by my office.
• For quarterly advising, make an appointment by email.

E-mail your advisor for short questions that require a short answer.
• Use your full name and a well-defined subject line.
• Describe your question clearly. Don’t be too casual. Proofread and spell check!
• Expect a reply but not immediately!
Advising Agenda for the Quarter

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 0</td>
<td>Check your schedule, get books, and know where your classes are.</td>
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<tr>
<td>Week 1</td>
<td>Add/drop deadline is one week after classes start. Contact your advisor if you want to discuss options before the deadline.</td>
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<tr>
<td>Week 3-5</td>
<td>Are you beginning to struggle? Contact your advisor if you want to discuss your situation. If you receive an academic alert, make sure you understand your status in the class.</td>
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<tr>
<td>Week 5-7</td>
<td>Make appointment to see your advisor for quarterly meeting. Plan classes for next quarter and make a list of questions. To the meeting, bring your advising preparation form, program evaluation, and plan to graduation.</td>
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<td>Week 6</td>
<td>Last day to withdraw. Contact your advisor if you want to discuss options before the deadline.</td>
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<td>Week 8</td>
<td>Register on SUOnline for next quarter.</td>
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<td>Week 10</td>
<td>Good luck with final exams!</td>
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<tr>
<td>Week 11</td>
<td>Assess grades and determine if your schedule for next term needs adjustment.</td>
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Make the most of your advising and educational planning

- Meet quarterly with your Advisor for course planning for the upcoming quarter and developing short and long-range personal, academic, and career goals.
- Know the degree requirements, responsibilities and university policies that apply to you. Refer to the SU website and department resources and consult with your advisor.
- Use multiple opportunities to maximize your undergraduate experience (advisors, student clubs and organizations, community service, leadership opportunities, volunteering, etc.)
- Visit and take advantage of campus resources that can enhance your career at SU and beyond: Learning Commons, Education Abroad, Career Services, etc.
- Get to know your professors: it’s both a good way to find out what the different majors are really about and to begin building important collegial relationships.