

Queens College | The City University of New York

The Academic Advising Center – Undergraduate Academic Advising Syllabus

Kiely Hall 217 • 718.997.5599 • www.qc.cuny.edu/advising

Definition of Academic Advising

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

Crockett, D. S., ed. (1987). *Advising Skills, Techniques, and Resources*; A compilation of materials related to the organization and delivery of advising services. Iowa, City, IA: ACT Corporation. As cited in Cunningham, L. (2006). *What is academic advising?* Manhattan, KS: National Academic Advising Association.

The Academic Advising Center: Goals and Targets

The Academic Advising Center (AAC) provides centralized and integrated academic advising services to incoming and current undergraduate students through the articulation, clarification and navigation of degree requirements in order to foster timely and successful receipt of the baccalaureate degree. The Center serves as a conduit between the institution and the student body by ensuring clarity, uniformity, and informational accessibility of college-wide academic requirements and policy and procedural information upon students’ entry through to their graduation. To achieve this, we -

- Assist students in developing an educational plan that includes a selection of courses which is based on general education requirements, major/minor requirements, academic status, educational opportunities, and levels of preparedness.
- Aid students in navigating Queens College’s numerous offices/departments/services/opportunities, so that they can take advantage of all the campus has to offer.
- Acquaint new students--freshmen and transfers--with Queens College’s degree requirements, registration procedures, payment deadlines, grading system, and other facets of college life that impact student success.

See *Academic Advising Center website for our full Mission Statement.*

Advising Hours (When classes are in session during regular academic term)

- **Walk-In Advising:** For quick clarification on academic policies and procedures as well as referral to other offices and resources.
- **Advising By Appointment:** In-depth clarification and discussion on general education and degree requirements, educational planning and course selection, and other topics that pertain to academic and professional development.

Walk-In Advising

Monday 9:30am – 4:00pm
Wednesday 9:30am – 6:00pm
Saturday 9:30am – 2:30pm

Advising by Appointment*

Tuesday 9:30am – 6:00pm
Thursday 9:30am – 4:00pm

Front Desk General Information Services

Friday 9:00am – 5:00pm

*Appointments may be made in person or via phone for regular and Skype Advising sessions

Note: Students should consult the AAC website for the most up-to-date information on advising hours and Skype appointments directions: www.qc.cuny.edu/advising

You Should Consult Academic Advising

- When you have concerns regarding academic policies and procedures
- When you need clarification on baccalaureate and general education requirements
- When you need assistance in defining and refining your educational and professional goals
- When you need referrals to resources and offices for further assistance and exploration
- When you prepare for upcoming registration and before registration for your final semester

Roles and Responsibilities of Advisors

- Promote the understanding and appreciation of higher education and a broad liberal arts education
- Guide, support and engage students in setting realistic and achievable educational goals
- Assist students in discovering educational and co-curricular opportunities that compliment academic and professional goals
- Articulate and clarify the College's baccalaureate degree and general education requirements
- Facilitate the navigation of the degree to ensure timely graduation
- Help students refine their educational plans and course choices based on class standing, academic preparedness, interests and goals
- Explain and interpret institutional and academic policies and procedures
- Encourage students to research and utilize various resources in making academic decisions
- Emphasize the importance of assuming responsibility for students' own education
- Provide students with referrals to appropriate on- and off-campus resources and personnel

Roles and Responsibilities of Students

- Recognize and appreciate the roles between liberal arts education and professions
- Take responsibility for one's own education
- Understand the College's academic requirements, policies and procedures
- Check QC email account, CUNYfirst, CUNY Portal and websites for updates, news and college communication
- Understand academic and financial aid compliance policies
- Take a proactive approach in the advising process by reviewing relevant materials (e.g. student transcript, DegreeWorks, Undergraduate Bulletin, QC website) and scheduling appointments
- Prepare a list of thoughtful questions and concerns that you wish to address
- Consult with departmental faculty advisors for information and advisement on major/minor requirements
- Ensure the Admissions Office has all final official transcripts from high school and colleges as well as score reports from Advanced Placement (AP) and International Baccalaureate (IB).

Before, During, and After the Advising Session

Before the Meeting

- Review student transcript and DegreeWorks degree audit
- Identify unfulfilled academic requirements and prepare a list of potential courses you are considering
- Create a list of questions and concerns pertinent to your academic and professional goals
- Bring your folder containing all advising documents from previous advising sessions
- Turn off your mobile phone and electronic devices prior to entering an advising session

During the Meeting

- Behave professionally and respectfully
- Listen carefully and take copious notes
- Ask thoughtful questions and freely articulate academic concerns
- Seek recommendations for on-campus and off-campus resources

After the Meeting

- Review all advising documents given to you during the advising session
- Consult with faculty advisor in academic department regarding your major and/or minor requirements
- Follow up on advisor's recommendations and seek on-campus and off-campus resources

Helpful Resources at QC and CUNY

Queens College (QC) website – <http://www.qc.cuny.edu>

City University of New York (Citizen CUNY Portal) – <http://www.cuny.edu>

CUNYfirst (Integrated Student Information and Registration System) – <http://home.cunyfirst.cuny.edu>

QC Academic Advising Center Website – <http://qc.cuny.edu/advising>

QC Undergraduate Bulletins – <http://www.qc.cuny.edu/bulletins>

DegreeWorks (Degree Audit) – Access through CUNYfirst Student Center – <http://home.cunyfirst.cuny.edu>

QC Academic Department Webpages – Visit QC Website