

# ACADEMIC ADVISING CENTRE

## ADVISING SYLLABUS



The Academic Advising Centre (AAC) is committed to helping each undergraduate student at Memorial University develop an academic plan to realize personal and academic goals, identify resources that will have a positive impact on their university experience and facilitate a successful transition to the university. The AAC approaches advising from a collaborative standpoint where both students and advisors share responsibility in the advising process. Advisors aim to provide the guidance students need to unlock their full academic potential and to empower students to be the final decision makers of their own academic journey. At its core, the AAC's primary focus is student success.

## How can our advisors help?

When engaging in the advising process our advisors will help students to...

- explore and identify academic program options
- make informed decisions about major and minor selection
- develop a personalized academic plan
- choose courses that relate to personal interests and align with program options
- learn how to navigate the parts of the university calendar which are important to personal academic planning
- understand university policies and procedures
- explore, identify, and modify academic goals
- find solutions to academic concerns or questions
- connect with resources and supports that maximize success
- strengthen problem solving, communication, and decision-making skills

## Learning outcomes

By participating in the academic advising process, students will be able to...

- locate resources to explore academic programs and courses that align with personal interests
- identify and use university tools, resources and supports to help shape their academic and personal goals
- create an academic plan for successfully achieving their goals
- develop an understanding of academic policies and procedures at Memorial and how they may impact student academic pathways
- identify and understand admission, degree, and program requirements for potential program options
- apply the skills needed to seek out opportunities to enhance their university experience and to support lifelong learning
- synthesize information from advisors, online resources, and other student supports and apply it to their personalized academic plan.
- develop the confidence to connect with their instructors and seek clarity when they encounter circumstances they do not understand

## Roles and responsibilities

**We expect our students to...**

- be proactive about seeking academic support
- be open and willing to share information and concerns with advisors
- prepare questions or topics to discuss prior to advising appointments
- get familiar with program requirements, university policies and procedures
- collect all relevant information prior to making decisions that impact academics
- navigate the academic journey with curiosity, integrity and accountability in mind
- feel a sense of ownership over their actions, decisions and academic progress
- reschedule or cancel advising appointments in advance if they are not able to make their scheduled appointment time

**Students can expect our advisors to...**

- provide a welcoming, confidential, and collaborative approach to advising
- guide students to make informed decisions about their academic plan
- establish and maintain rapport and trust
- be reasonably available and accessible during operational hours
- clarify university policies, regulations, procedures, and program requirements
- make referrals to the appropriate resources
- work collaboratively with other advisors on campus to support student success
- complete advising notes for each advising session that are accessible to students



# Preparing for your advising appointment

- schedule an appointment through the [online booking page](#), email [advice@mun.ca](mailto:advice@mun.ca) or phone 709-864-8801
- when booking your appointment add any important information you feel we may need to know for your appointment as a comment
- prepare questions or topics to discuss prior to advising appointments
- check out program options in the university [Calendar](#)
- aim to arrive on time to scheduled advising appointments
- remember advisors can book follow up appointments if more than the 30 minute meeting is required

## Late arrivals

Our standard appointments are 30 minutes in duration. If students arrive more than 15 minutes past their scheduled appointment time there is no guarantee the advisor will be able to meet with them at that time therefore late arrivals may need to reschedule.

## Cancellations

Appointments can be cancelled or rescheduled by contacting the AAC ([advice@mun.ca](mailto:advice@mun.ca) or 709-864-8801). Please let us know as soon as possible if you are unable to attend your scheduled appointment.

## Resources

- [First Year Information](#)
- [Programs](#)
- [University Calendar](#)
- [University Diary](#)
- [MUNU UP Academic Success Centre](#)
- [Career Development Office](#)
- [Student Life Experiential Learning & Leadership Opportunities](#)
- [Internationalization Office](#)
- [Office of the Registrar](#)
- [How to register video](#)
- [Transitions: Making the most of your campus experience](#)

Kutcher, S. (2019) Transitions: Making the most of your campus experience. Mental Health Literacy. <https://mentalhealthliteracy.org/product/transitions/>

