

Advising Syllabus

St. Mary's College of Maryland

Mission Statement:

Academic advising at St. Mary's College of Maryland is dedicated to creating a collaborative relationship between a student and an academic advisor working to develop and achieve educational goals consistent with student interests, values, and abilities.

Advising helps students:

1. Discover academic, co-curricular, and career interests.
2. Identify appropriate courses and opportunities to achieve goals.
3. Evaluate strengths, challenges, and developmental needs.
4. Utilize available academic, co-curricular, and professional development opportunities.
5. Connect with campus resources to make informed decisions and identify sources of support.
6. Follow academic policies and procedures.

Advisees will:

Be proactive

- o Schedule regular appointments to meet with their advisor during the semester.
- o Contact advisor for special advising sessions when necessary, especially when experiencing academic difficulties.
- o Sign up as soon as Advising Week appointments are offered in order to be cleared for courses and receive permission to register.
- o Work with an advisor to create a realistic four-year graduation plan; assess plan and update as needed each semester while tracking course progress toward graduation.
- o Be ready to discuss personal, academic, career, and life goals.
- o Prepare for advising appointments by researching CORE and Major requirements needed. Create a list of potential classes for registration. See the OS3's Advising Day Prep Steps document for guidance.
[Major/Minor Requirements](#) [Core Curriculum](#)
- o Think about what they would like to talk with their advisor about before the meeting. Make a list of topics, questions, and concerns.
- o Share their story and interests so their advisor will know what they want to get out of their St. Mary's experience:
 - Interested in studying abroad?
 - Planning on completing a St. Mary's Project (SMP)?

- Interested in doing an internship?
- Ideas about what comes after SMCM?
- o Acknowledge what they don't know and ask questions about what matters to them.

Follow through and follow up

- o Be open to considering ideas and recommendations made by their advisor.
- o Follow through on suggestions their advisor makes. If a suggestion doesn't make sense, ask for more detail.
- o Follow up on conversations regarding next steps.
- o Update their advisor about significant changes to academic, co-curricular, or career plans.

Determine their St. Mary's Experience

- o Students control their destiny! Advisors will do their best to help students make informed decisions, but students are responsible for their academic choices and performance.

Advisors will:

- Provide information about the Core Curriculum, major degree requirements, and general graduation requirements.
- Help define academic, co-curricular, and career interests.
- Develop schedules and plans that allow students to meet academic, co-curricular, and career goals.
- Assist with academic problems or related difficulties (e.g., Academic Notice, Midterm Deficiencies).
- Offer advice and recommend support (e.g., academic coaching and support, Wellness Center, Writing and Speaking Center) as needed.
- Direct students to other resources if they can't answer questions.
- Keep records of all advisement sessions with notes on discussion and recommendations.

FOR MORE INFORMATION, PLEASE SPEAK TO YOUR FACULTY ADVISOR OR AN ADVISOR IN THE OFFICE OF STUDENT SUPPORT SERVICES, GLENDENING HALL, SUITE 230.