



Academic Advising Syllabus

Vision:

College of Agriculture and Life Sciences advising will be recognized as an excellent resource for actively engaging students in their pursuit of educational and career goals.

Mission:

College of Agriculture and Life Sciences advising is a teaching and learning process between student and advisor leading to the exchange of information that encourages the individual student to make responsible and meaningful decisions. The values associated with the College of Agriculture and Life Sciences advising are closely aligned with the eight pylons of the university.

Definition:

Advising at Virginia Tech is a collaborative process between student and advisor leading to the exchange of information that encourages the individual student to make responsible academic and career decisions.

Students: How to get the most out of Advising: (Preparation/Required Materials)

I am strongly encouraged to meet with an advisor each term, but should feel free to come in at other times to talk about strategies for academic success, majors or the exploratory process.

1. For freshmen or new transfer students - **I WILL complete my course plan before my first advising appointment.**
2. **I WILL print a “NEW” DARS (Degree Audit Report) from the Hokie SPA Web**, review it thoroughly and bring it to my advising appointment along with my course plan. Adding or dropping classes without consulting your advisor may result in failure to satisfy degree requirements and may also delay graduation. Visiting your DARS often is a helpful tool! (You need to request a DARS audit in Hokie Spa)
3. **I WILL start a folder** in which I keep all materials related to advising, including a prepared list of courses I am interested in and any questions I wish to discuss with my advisor regarding academic/college policies, procedures, and requirements I have reviewed prior to my meeting. Know the academic calendar and be aware of important deadlines.
4. **I WILL ask questions!** My academic advisor is here to help me figure out the intricacies of being a college student. Understanding my degree requirements is an integral part of my learning process and asking questions is the best way to learn. It is important to inform your advisor about problems or concerns as soon as they arise so that your advisor can refer you to the appropriate resources.
5. **I WILL take an active role in my advising sessions.** My academic advisor is here to assist me. I will be involved by preparing for my appointment and sharing information about my interests, concerns, goals, etc. and openly sharing this information with my advisor.
6. **I WILL get to know my academic advisor.** This is a person who is willing and able to assist me beyond just planning a schedule. My advisor can help me with academic problems, give me information about campus resources and extracurricular activities and just be someone to talk to – whether I have a question about school, want to celebrate a success or need help with a problem.

Accept responsibility for your education by making your own decisions. Advisors will provide you with advice and options, but you must choose. Your goal is to assume primary responsibility for educational planning, course scheduling, and the successful completion of graduation requirements.

Advisors' Responsibilities in the Advising Process

1. Demonstrate a genuine interest in students' success by helping them develop realistic educational goals.
2. Be accessible and responsive to students' needs.
3. Review and update each student's academic record prior to or during the advising appointment.
4. Have a thorough understanding of the curriculum, institutional requirements, course sequences and degree requirements.
5. Know the academic calendar and be fully aware of important deadlines. (Send email reminders)
6. Assist students in academic planning by explaining information about degree requirements, making the connection between interests and academic majors, and facilitating transfer planning. Advisors also should make students aware of prerequisites, course sequencing, and general information about course content and appropriate course load.
7. Assist students in developing a plan of study in the context of their overall educational and life goals.
8. Assist students in developing decision-making skills and encourage them to take responsibility for their decisions.
9. Learn about college resources, support services, and opportunities available to students and make appropriate referrals when needed.
10. Assist students when they are not achieving in accordance with their abilities, and help them with a plan for success.