

Academic Advising Syllabus

Purpose

The purpose of this advising syllabus is to begin the educational partnership between students and their academic adviser. This document outlines our mutual responsibilities and expectations.

CCE Academic Advising Mission

Through the advising relationship, we work with students to identify their individual goals, realize their possibilities of a university education, develop the qualities of a lifelong learner, and encourage them to achieve their greatest potential.

Connect With Your CCE Academic Adviser

CCE students are assigned a primary adviser; the name of your primary adviser is listed on your APAS report. During your time in CCE, you may interact with your adviser in multiple ways: in-person appointments, distance appointments (e.g., Skype or phone), and email.

Schedule an Appointment

Schedule an appointment with your adviser by calling the CCE Information Center at 612-624-4000. During these appointments, which are typically 50 minutes, expect to reflect upon and discuss your academic progress, challenges, goals, and degree plan. We encourage you to schedule an appointment with your adviser during each fall and spring term. To prepare for each advising appointment, please review your APAS in advance, create/update your Graduation Planner, and bring a list of questions to ask your adviser.

Email

Advisers are available to answer questions over email. Emails to advisers are professional communications, so please include: first name, last name, and student ID. An adviser will return your message within three business days. If you have a more immediate concern, please call our Information Center at 612-624-4000.

Expectations

You can expect an adviser to:

- Understand and communicate curriculum, requirements, policies, and procedures
- Listen to your concerns and respect your individual values and choices
- Support you in defining your academic, career, and personal goals
- Assist you in creating an educational plan that is consistent with those goals
- Discuss engagement opportunities and how they fit with your goals
- Review your academic performance and Strengths® and discuss how they align with your plans
- Refer you to campus resources
- Be available and respond promptly
- Treat you in a professional manner

We expect you to:

- Become knowledgeable of campus policies, procedures, and resources
- Be open and willing to consider other perspectives and challenge your assumptions
- Reflect upon your goals and educational plans and be prepared to discuss them
- Review your APAS report each semester
- Take primary and increasing responsibility for making your own decisions based on available information and advice
- Regularly read your University of Minnesota email
- Communicate effectively and respectfully with members of the University community
- Schedule and attend advising appointments with their CCE academic adviser at least once per year
- Be familiar with the University of Minnesota Student Learning and Development Outcomes, www.slo.umn.edu and www.sdo.umn.edu