

# ADVISING SYLLABUS

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## Academic Success Center: [www.eiu.edu/advising/](http://www.eiu.edu/advising/)

Eastern Illinois University  
2100 Ninth Street Hall  
600 Lincoln Avenue  
Charleston, IL 61920

8:00 a.m. to 4:30 p.m.  
Monday-Friday  
Phone: 217-581-2313  
Fax: 217-581-2424

Academic advising is a collaborative teaching and learning process dedicated to student success. At Eastern Illinois University, academic advisors provide students with the opportunity to develop an interactive one-to-one partnership aimed at enhancing students' intellectual and personal development. Participation by both advisor and student is integral to the advising process. Advisors provide guidance, support, and encouragement as they teach students how to plan and to approach their educational career in an organized, responsible, and meaningful way.

### Mission Statement:

The Academic Success Center at Eastern Illinois University supports and enhances the educational mission of the University. The Center is committed to creating quality and accessible advising partnerships with students in a positive environment that promotes student success and cultivates self-sufficient lifelong learners.

### Objectives:

- Students will explore their interests and academic goals.
- Students will examine the online course catalog, academic handbook, and PAWS.
- Students will research major, minor, and career options.
- Students will become familiar with the General Education requirements and University Learning Goals.
- Students will seek assistance when needed and ask questions regarding University policies and procedures.

### Required Texts/Materials:

- EIU Website: [www.eiu.edu](http://www.eiu.edu)
- Online Undergraduate Catalog: [catalog.eiu.edu/index.php](http://catalog.eiu.edu/index.php)
- Academic Handbook
- Major and/or Minor Checklists
- PAWS: [www.eiu.edu/pawslogin/](http://www.eiu.edu/pawslogin/); see AAC website for PAWS tutorial

### Advisor Responsibilities:

- To value you as an individual and demonstrate a genuine concern for your well-being
- To provide and explain accurate information
- To guide you as you explore your academic and career goals through self-reflection regarding your strengths, weaknesses, and passions
- To assist you with developing your academic plan
- To review your academic progress and explain policies, resources available, and make referrals to other support services to encourage success
- To be accessible for meeting with you during established office hours, by appointment, by telephone, or email
- To maintain confidentiality concerning all personal and academic matters

## Advisee Responsibilities:

- To thoughtfully consider my academic and career goals
- To accept responsibility for my decisions concerning my academic and career goals
- To research the academic programs available and learn the applicable requirements and policies
- To carefully review my major and/or minor requirements
- To notify my advisor when I have questions and/or become aware of issues of concern
- To carefully read and respond to communications from my advisor, the Academic Success Center, and other offices on campus
- To seek important dates and plan for deadlines set by the Academic Success Center and the University
- To maintain a folder with advising materials such as the advising syllabus, calendar, advisement worksheets, major and minor checklists, and current degree audit

## Policies and Procedures for Advising:

- You are welcome to meet with your advisor often, but you are required to make an advisement appointment at least once each semester to discuss registration options.
- Make advising appointments online by using the link provided by your advisor via email. If you need help with the scheduling process, call 217-581-2313 for assistance.
- Cancel or reschedule your appointment ahead of time if you cannot attend as planned.
- Prepare for your appointments.
  - Study and review departmental checklists and websites as well as the online catalog for requirements.
  - Check PAWS for course offerings.
  - Check PAWS for holds; you should meet with your advisor even if you have a hold so you are ready to register once it is lifted.
  - Prepare a list of classes you would like to take, and check prerequisites.
  - Write down any questions you may have.
  - Be on time.
- Check your EIU email account regularly. It is the only one the University will use to contact you.
- Be professional when you email or call your advisor, professors, and other staff on campus. Clearly and respectfully explain your questions and concerns, and include your name and E-number with all correspondence.
- Resend email or call your advisor a second time if he/she does not respond to email or phone messages within 48 hours.
- Walk-ins are welcome, but for your convenience, you may wish to call ahead to ensure your advisor is available.

## Important Dates and Deadlines:

- The attached Freshman Calendar highlights important dates and deadlines that will be useful to you as you become acclimated to EIU.
- The Academic Calendar is updated each semester and is an important tool to access throughout your college career: [Academic Calendar](#).

# Freshman Advising Calendar

## Fall 2019 Semester

### August

- August 1...Deadline to submit Immunization Record to Health Services
- August 1...Check Panthermail for tuition bill notification
- August 1...AlcoholEDU Part One and Haven Part One become available...Best to complete before arriving on campus. For information and login instructions see: [www.eiu.edu/alcoholedu](http://www.eiu.edu/alcoholedu)
- Check EIU Panthermail regularly
- Check: [www.eiu.edu/advising](http://www.eiu.edu/advising) for important academic information
- Check the "University Newsletter" regularly for important information: <https://www.eiu.edu/media/newsletter.php>
- Before arriving on campus check your class schedule in PAWS for any changes and print a copy of your textbook list from PAWS...you will need this to pick up your textbooks
- Check Academic Calendar: <https://www.eiu.edu/registra/files/Fall2019AcademicCalendar.pdf>
- August 16...First date to participate in Prowl activities
- August 19...First day of class
- August 19... Deadline for completion of AlcoholEDU Part One and Haven Part One
- August 23...Last day to add a class - Consult your Academic Advisor prior to making schedule changes... 5<sup>th</sup> day
- August 30...Deadline to drop a class with no grade/no charge...10<sup>th</sup> Day

### September

- Consult Academic Advisor about major/career exploration and academic requirements
- September 9...First date to schedule advising appointment to discuss registration for Spring semester
- AlcoholEDU Part Two and Haven Part Two are available 45 days after the completion of Part One

### October

- October 9...Mid-term grades...Discuss with instructors
- Tutoring information: <http://www.eiu.edu/success/tutoring.php>
- Utilize Writing Center for help with papers: <http://castle.eiu.edu/writing/>
- Consult Academic Advisor prior to November 1 if considering a withdrawal
- Plan for successful completion of fall semester classes with instructors and/or advisor
- Look on PAWS for Spring '20 class offerings
- Remember: Meeting with your Academic Advisor is mandatory before registering on PAWS

### November

- November 1...Last date to withdraw from a fall class or the University
- November 1... Deadline for completion of AlcoholEDU Part Two and Haven Part Two
- See Academic Advisor if you have concerns with Spring '20 schedule
- Review Fall '19 final exam schedule: <http://www.eiu.edu/registra/finals.php>

### December

- December 9 – 13...Final Exams
- December 13...Return textbooks to Textbook Rental with no late fee by 3:00 p.m.
- December 13...Deadline to submit Electronic Writing Portfolio essay
- December 17...Check PAWS for Fall '19 grades

## Spring 2020 Semester

### January

- Check your class schedule for any changes in PAWS and print your textbook list from PAWS
- Continue to explore majors/academic support services/careers with Academic Advisor
- January 13...First day of class
- January 17...Last day to add a class - Consult your Academic Advisor prior to making schedule changes... 5<sup>th</sup> day
- January 27...Deadline to drop a class with no grade/no charge...10<sup>th</sup> day

### February

- Consult Academic Advisor about major/career exploration and academic requirements
- Remember: Meeting with your Academic Advisor is mandatory before registering on PAWS
- February 10...Students remaining at the ASC, first date to schedule advising appointment to discuss registration for Summer/Fall semesters. Check: <http://www.eiu.edu/advising/> for Summer/Fall '20 class registration information
- Students advised in their major department, check with departmental advisor for Summer/Fall semester advising appointment

### March

- March 5...Mid-term grades...Discuss with instructors
- Look on PAWS for Summer/Fall '20 class offerings
- Tutoring information: <http://www.eiu.edu/success/tutoring.php>
- Utilize Writing Center for help with papers: <http://castle.eiu.edu/writing/>
- Plan for successful completion of spring semester classes with instructors and/or advisor
- Consult Academic Advisor prior to April 3 if considering a withdrawal

### April

- April 3...Last date to withdraw from a spring class or the University
- See Academic Advisor if you have concerns with Summer/Fall '20 schedule
- Review Spring '20 final exam schedule: <http://www.eiu.edu/registra/finals.php>

### May

- May 4 – 8...Final Exams
- May 8...Return textbooks to Textbook Rental with no late fee by 3:00 p.m.
- May 8...Deadline to submit Electronic Writing Portfolio essay
- May 12...Check PAWS for Spring '20 grades