

ADVISING SYLLABUS

Academic Advising Center: <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 Advising 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: <http://www.eiu.edu/>
- Online Undergraduate Catalog: <http://catalog.eiu.edu/index.php>
- Academic Handbook
- Major and/or Minor Checklists
- PAWS: <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 e-mail
- 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 Advising Center, and other offices on campus
- To seek important dates and plan for deadlines set by the Academic Advising 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 in person in 2100 Ninth Street Hall or by calling 217-581-2313.
- 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 e-mail account regularly. It is the only one the University will use to contact you.
- Be professional when you e-mail 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 e-mail or call your advisor a second time if he/she does not respond to e-mail 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: <http://www.eiu.edu/registra/acadcal.php>.

Freshman Advising Calendar

Fall 2014 Semester

August

- Before arriving on campus print class schedule and a copy of your textbook list from PAWS...you will need this to pick up your textbooks
- Print Academic Calendar: www.eiu.edu/registra/acadcal.php
- Check EIU Panthermail regularly
- Check: www.eiu.edu/advising for important academic information
- Regularly check “Especially for Students” section of the “University Newsletter” for important information: <http://www.eiu.edu/cats/universityNewsletter/current.php>
- August 1...Deadline to submit Immunization Record to Health Services
- August 1...AlcoholEdu Part I will be available...Best to complete before arriving on campus. Log on information: www.eiu.edu/alcholedu
- August 1...Check Panthermail for tuition bill notification
- August 22...First date to participate in Prowl activities/Eastern Reads
- August 25...Deadline for completion of AlcoholEdu Part 1
- August 25...First day of class
- August 29...Last day to add a class - Consult your Academic Advisor prior to making schedule changes... 5th day

September

- September 8...Deadline to drop a class with no grade/no charge...10th Day
- Consult Academic Advisor about major/career exploration and academic requirements
- Refer to the following website to review the importance of Integrative Learning in your EIU experience castle.eiu.edu/acaffair/IntegrativeLearning/EIUIntegrativeLearning.php
- AlcoholEdu Part II will be available...30-45 days after you have completed AlcoholEdu Part I
- September 22...First date to schedule spring advising appointment

October

- Look on PAWS for Spring ‘15 class offerings
- Remember: Meeting with your Academic Advisor is mandatory before registering on PAWS
- Tutoring information: www.eiu.edu/success
- Utilize Writing Center for help with papers: www.eiu.edu/writing
- Consult Academic Advisor prior to November 7 if considering a withdrawal
- AlcoholEdu Part II will be available...30-45 days after you have completed AlcoholEdu Part I
- Plan for successful completion of first semester with instructors and/or advisor
- October 15...Mid-term grades...Discuss with instructors
- October 25...Deadline for completion of AlcoholEdu Part II

November

- See Academic Advisor if you have concerns with Spring ‘15 schedule
- Review Fall ‘14 final exam schedule: www.eiu.edu/registra/finals.php
- November 7...Last date to withdraw from a fall class or the University

December

- Check PAWS for Fall ‘14 grades (beginning the week after finals)
- December 15-19...Final Exams
- December 19...Return textbooks to Textbook Rental with no late fee by 3:00 p.m.
- December 19...Deadline to submit Electronic Writing Portfolio essay

Spring 2015 Semester

January

- Print your class schedule and textbook list from PAWS
- Continue to explore majors/academic support services/careers with Academic Advisor
- Students remaining at the AAC, check: www.eiu.edu/advising for Summer/Fall '15 class registration information
- January 12...First day of class
- January 16...Last day to add a class - Consult your Academic Advisor prior to making schedule changes... 5th day
- January 26...Deadline to drop a class with no grade/no charge...10th day

February

- Consult Academic Advisor about major/career exploration and academic requirements
- Remember: Meeting with your Academic Advisor is mandatory before registering on PAWS
- Students advised in their major department, check with departmental advisor for Summer/Fall advising appointment
- Refer to the following website to review the importance of Integrative Learning in your EIU experience: castle.eiu.edu/acaffair/IntegrativeLearning/EIUIntegrativeLearning.php
- February 16...Students remaining at the AAC, first date to schedule Summer/Fall advising appointment

March

- March 5...Mid-term grades...Discuss with instructors
- Look on PAWS for Summer/Fall '15 class offerings
- Tutoring information: www.eiu.edu/success
- Utilize Writing Center for help with papers: www.eiu.edu/writing
- Plan for successful completion of second semester 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 '15 schedule
- Review Spring '15 final exam schedule: www.eiu.edu/registra/finals.php

May

- May 4-May 8...Final Exams
- Check PAWS for Spring '15 grades (beginning the week after finals)
- 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