**Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADVISING SYLLABUS**

**Fall 2023**

**Office:**

**Office Hours:**

**Office Phone:**

**Home Phone:**

**Key Advising Dates Fall Semester 2023**

**Last Day to Add a Class:** August 29

**Last Day to Drop a Class:** September 13

**Pre-Registration for Spring Semester 2023 begins:** Mid-Late October

**Last Day to Withdraw from a Class:** November 10

 **Group Meeting: Friday August 18 1:00 – 2:30 PM**

 **Individual Meetings: Monday Aug. 21 8:00 AM – 3:00 PM**

 **Drop/Add Opens: Monday July 24 12:00 noon**

**List of Important Dates**

August 21 8:00-10:00 am. Language placement testing for students wishing to demonstrate proficiency in Chinese, French, German, Greek, biblical Hebrew, Russian, or Spanish. This confirms intermediate proficiency, refines placement level, and can determine eligibility for AP credit in those languages.

August 21 Mandatory Health Professions Advising (HPA) for students interested in medical school, nursing, dentistry, pharmacy, physical therapy, occupational therapy, optometry, public health, or veterinary medicine. Led by Jessica Kelso, HPA Director. (BCLC McCallum Ballroom, 1:00 p.m.) NOTE: Students who miss this meeting should email Jessica Kelso at hpa@rhodes.edu.

August 23 First Day of Classes. NOTE: If you are not in class on the first day, you may lose your place at the professor’s discretion.

August 29 LAST DAY to ADD a new class to your schedule. Students may add classes, based on availability, via Workday **until 5 PM** August 29. Students who have received permission to ADD a class that is closed must add the class to their schedule as soon as they have received notification from the instructor that the ‘permit override’ is in place.

September 5 & 6 The Involvement Fair, co-hosted by Student Engagement, Community Engagement, and the Buckman Center for International Education will take place **Tuesday,** **Sept. 5th and Wednesday,** **Sept. 8th from 5:30-7:30 pm** in the BCLC Multi-Sports Forum. Day One will give students the opportunity to learn about Study Abroad opportunities, interact with Community Partners offering service in the Memphis community, and mingle with Offices and Departments from around campus. Day Two will allow students to meet and learn more about Registered Student Organizations at Rhodes.

September 13 Last day to DROP a class. When you "drop" a class, the course is

removed from your transcript. This may affect your status at the college. To be considered a full-time student and to be eligible to live in the residence halls, you must be enrolled in at least 12 credits each semester. In some cases, full-time status is necessary for you to remain on a parent's health or auto insurance. Full-time status also affects your ability to receive financial aid, play intercollegiate sports, and be initiated into a fraternity or sorority. The DROP process is available on Workday until 5 PM September 13. Students should consult with their adviser BEFORE dropping a class.

September 14 Withdrawal Period Begins. You will need the signatures of both your

professor and adviser on the Withdrawal Form. You will be assigned a W grade which does not impact your GPA. It is your responsibility to complete and submit this form. DO NOT leave it on the door of your adviser or your professor for signatures and expect the faculty to submit it for you.

September 20-27 Progress Reports go out from your faculty. If you receive one contact your professor and/or adviser ASAP so you can work together to troubleshoot and resolve the situation.

October 16 Midterm grades available online around this date. Review them, talk with

your professors, and meet with your adviser to celebrate or strategize as needed.

Mid-Late October Pre-registration for Spring 2024 begins. Keep an eye out for an email from the Registrar’s Office indicating when you should meet with your adviser to select classes for spring. It is your responsibility to make an appointment and you must sign up in advance.

November 10 LAST DAY to WITHDRAW from a class. If you want to withdraw from a class, please see your instructor and your adviser to get approval and signatures. You must submit the completed form to Rhodes Express in Burrow Hall by 5:00 p.m. in order to be withdrawn.

December 6 Last Day of Classes

December 7 Reading Day (no class; study for your exams)

December 8--13 Final Exams

**RESOURCES YOU SHOULD CONSULT**

* <http://catalog.rhodes.edu/>
* <https://sites.rhodes.edu/success>
* <https://sites.rhodes.edu/academic-and-learning-resources>
* <https://sites.rhodes.edu/academic-and-learning-resources/academic-advising-resources-students>
* <https://sites.rhodes.edu/academic-and-learning-resources/academic-advising-resources-students/new-student-curriculum-guide>

**OBJECTIVES OF ADVISING**

**As a result of first- and second-year advising, you should**

1. Take responsibility for your educational and career choices, including identifying your goals in attending college.
* Make and keep appointments with your adviser.
* Respond to email and phone calls in a timely manner.
* Develop short- and long-term goals that reflect your values, interests, strengths, and challenges, and articulate these goals during advising sessions.
* Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future.
* Be aware of and abide by academic deadlines, policies, and procedures.
1. Develop skills in utilizing campus resources to complement and enhance your education.
* Schedule regular appointments or make regular contact with your adviser during each semester. Come to each meeting prepared with questions or material for discussion.
* Identify websites, campus offices, faculty, and staff you can consult with questions.
* Use information from college resources to assess progress towards achieving goals (e.g., Workday; information from staff, professors and advisers, department chairs; on-line advising handbook, college catalog, etc.).
* Use campus resources (e.g., Career Services, Counseling Center, Student Accessibility Services, Academic & Learning Resources, etc.) to identify strengths, interests, and goals and use that information to inform course selection.
1. Understand the mechanics of registration as well as the rules and regulations concerning the curriculum.
* Schedule a meeting with your adviser in advance of registration.
* Understand Workday and the pre-registration (saved schedules) process.
* Be able to do basic research on majors, minors, and programs using the College Catalogue, departmental web pages, and appropriate departmental contacts.
* By mid-November of the first semester, be able to build your own spring schedule.
* Schedule courses so you graduate in a timely manner based on your educational plan.
* Connect your educational plan to your career goals.
1. Appreciate and articulate the goals of liberal arts study.
* Explain how your course choices help you fulfill both the college’s expectations for students as well as your expectations for yourself.
* Describe the connection between your course work and your goals, values, interests, strengths, and challenges.
1. Commence the life-long work of engagement and reflection essential to open, curious, diverse, and accepting communities.
* Get to know well at least one faculty member each semester.
* Participate in undergraduate research, community service, study abroad, and/or co-curricular activities.
* Discuss with your adviser how participating in these activities helps you achieve your goals.

According to the National Association of Colleges and Employers (2015), the top 10 skills or qualities sought by employers include (in order of desirability) were leadership, the ability to work in a team; written communications skills; problem solving skills; strong work ethic; analytical/quantitative skills;  technical skills; verbal communication skills; initiative; and computer skills.

**ADVISING PHILOSOPHY AND RESPONSIBILITIES**

My Role as Adviser:

1. As your adviser, I will try to listen well. I have a personal concern for your academic and social well-being.
2. As your adviser, I will do my best to be knowledgeable about the general academic program of Rhodes College in order to advise you well.
3. As your adviser, I will continually challenge and support you in your pursuit of meaningful experiences. I will help you engage in realistic self-appraisal.
4. As your adviser, I will try to help you be responsible for your academic planning. I will work to help you to attain the goals you have set for your academic career.

Your Role as Advisee

1. As an advisee, you have the final responsibility for meeting requirements for your degree. I will give you advice and try to help you clarify your personal values, abilities, interests, and goals, but the final decision on these matters is yours.
2. As an advisee, you should be knowledgeable about and observe institutional policies, procedures, and requirements.
3. As an advisee, you should keep me informed about the progress of your academic program and make an appointment when in need of assistance or when required.