

Newark College of Arts and Sciences
University College—Newark
Office of Academic Services (OAS)

ACADEMIC ADVISING SYLLABUS

OAS MISSION STATEMENT

The Office of Academic Services (OAS) supports students by providing the resources to effectively navigate the college experience from first enrollment to graduation. The high quality programs and services are designed to facilitate students' holistic development in order to be successful in a diverse and global society. In partnership with faculty, staff and others constituents, the office endeavors to create, promote, and enrich the learning environment at Rutgers University - Newark.

Academic Advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

ACADEMIC ADVISING OVERVIEW

OAS is the primary academic services office for students enrolled in the Newark College of Arts and Sciences and University College -Newark. The essential function of OAS is to assist students with achieving their academic goals through academic advisement, transfer credit evaluations, pre-professional advisement, placement testing, registration, graduation certification and referral to appropriate resources when necessary. Meeting regularly with an academic advisor in OAS is an essential component of a student's collegiate career to ensure a timely and successful degree completion. Please visit the OAS website for further details.

ADVISOR RESPONSIBILITIES

- * Provide academic support by assisting students with academic planning, course selection, and clarifying graduation requirements, policies, and procedures
- * Collaborate with other University offices to facilitate comprehensive student support and provide referrals to appropriate campus resources (*see back page for resource list*)
- * Maintain confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA)
- * Monitor and review academic progress and discuss alignment with students' goals and plans
- * Clarify and uphold academic policies and procedures
- * Evaluate credits from other institutions and the College-Level Examination Program (CLEP)
- * Be accessible to address students' concerns and questions (*see back page for how to contact your advisor*)

STUDENT RESPONSIBILITIES

- * Seek advisement regularly by scheduling appointments to develop, discuss, assess, and revise short and long term academic and career goals
- * Arrive prepared for advisement appointments (*see back page on how to prepare for your appointment*)
- * Use academic tools, programs, and campus resources such as: Degree Navigator, Course Schedule Planner, myRutgers Portal, the University academic calendar, professors' office hours, workshops and tutoring
- * Become knowledgeable of programs, policies, and procedures by familiarizing yourself with the college catalog, University websites and through academic advisement
- * Adhere to University policies and deadlines (*see academic calendar*)
- * Be pro-active about your education; reflect on your goals and develop an academic plan
- * Stay informed! Check your Rutgers email (*daily*), OAS Facebook, Twitter, Instagram, and the University academic calendar



Expected Student Learning

Outcomes

1. Identify your academic, career, and life goals and develop a plan to achieve them
2. Demonstrate responsibility for your academic success by participating actively in the advising process (scheduling advisement meetings, coming prepared to advisement meetings, meeting advising deadlines, utilizing advising resources, etc.) to achieve your goals
3. Utilize self-assessment information to construct your academic program plan and use college resources such as tutoring services, career and personal counseling, and experiential learning opportunities as appropriate

How Do I Contact an Advisor?

1. Scheduling an appointment

Appointments are the primary means for meeting with an advisor. Appointments are scheduled for 30 minutes and must be scheduled in advance. Make an appointment in one of the following ways:

- Call the OAS main office at 973.353.5800
- Visit OAS in person

Appointment etiquette:

- * Prepare for the meeting
- * Write down questions/issues you plan to discuss with your advisor
- * Review your degree audit prior to the appointment
- * If you are seeking assistance with schedule planning or course selection, bring a draft schedule or list of courses you're considering
- * Arrive on time and check in at the front desk
- * Note: If you arrive more than 15 minutes late for an appointment, you will be asked to reschedule the appointment or wait to see an advisor for walk-in advising
- * Note: If you are unable to keep your appointment, please call the OAS main office to cancel or reschedule as early as possible

2. Walk-in Advising

If you need assistance with a quick answer or with a referral, you may walk into OAS for a brief meeting of 15 minutes or less. Students are seen on a first come, first served basis. If your question requires more time, please schedule an appointment. The office may request that you schedule an appointment if they believe your inquiry cannot be satisfactorily addressed within 15 minutes.

3. Email

Advisors are available to answer questions via email. Emails to advisors are professional communications; please include your full name and RUID. If you have an immediate concern, please call the OAS main office.

Advice from Your Advisor

- * Don't miss your designated advisement period! Dates are listed on OAS Website
- * Utilize add/drop period and drop any necessary course before the last day to drop without a "W". Dates are listed on Registrar website
- * Rutgers email is the official form of communication used by the university. Be sure to check it daily.
- * Attend POWER Workshops. Information found on OAS Website
- * Visit the Learning & Writing Center BEFORE you need them. Check the Learning & Writing Center websites for details.
- * Get Involved! There's more to learning than what takes place in the classroom
- * Join our Facebook, Instagram and Twitter pages for important updates and events by searching OAS411



Resource List

Career Development Center

www.ncas.rutgers.edu/cdc

Counseling Center

counseling.newark.rutgers.edu/

Degree Navigator

dn.rutgers.edu

Disability Services

robeson.rutgers.edu/studentlife/disability.html/

Final Exam Schedule

scheduling.newark.rutgers.edu/finalexamsched.php

Grades

sis.rutgers.edu/tags

Learning Center

www.ncas.rutgers.edu/rlc

Majors & Minors

www.ncas.rutgers.edu/undergraduate-studies

Office of Financial Aid

<https://studentaid.rutgers.edu/>

Office of Student Life and Leadership

<https://rutgersnewark.collegiatelink.net/organization/OSLL>

Online Catalog

www.rutgers.edu/academics/catalogs

Student Accounting

<http://businessoffice.newark.rutgers.edu/student-accounting-0>

Registrar

registrar.newark.rutgers.edu/

University Academic Calendar

<http://registrar.newark.rutgers.edu/office-registrar-academic-calendar>

Web Registration

webreg.rutgers.edu

Writing Center

www.ncas.rutgers.edu/writingcenter