

BIOLOGY DEPARTMENT ADVISING SYLLABUS

Advisor:

Office:

Email:

Phone:

Fax:

Office Hours:



COLLEGE OF
SCIENCE AND
ENGINEERING

You will learn how to:

- Confirm that your Biology major is the best “fit” for you
- Plan and execute an appropriate educational plan: curricular and co-curricular
- Develop and implement a career and experiential learning plan
- Evaluate your personal progress throughout your educational career

You can expect your advisor to:

- Help you understand SU’s academic programs, policies and procedures
- Discuss ways you can define and achieve your educational goals
- Assist you in planning your academic program and scheduling courses
- Refer you to other resources when appropriate

Your advisor will expect you to:

- Read and respond to your SU email EVERY DAY
- Schedule and attend advising appointments
- Prepare for appointment with topics for discussion and printed SU Online program evaluations
- Meet with me at least once a quarter
- Take responsibility for your educational decisions

As an SU student:

- Get involved in campus opportunities
- Make adjustments in course and goal planning
- Use educational resources like the Learning Commons and study groups
- Visit options/offices such as Education Abroad, Fellowships, Career Services

WHEN should you make an appointment with your advisor?

- At least once a quarter to discuss your progress and plan next quarter’s schedule
- When you have academic concerns or questions

HOW should you contact your advisor?

- Email or call for an appointment, or stop by my office.
- For quarterly advising, make an appointment by email.

E-mail your advisor for short questions that require a short answer.

- Use your full name and a well-defined subject line.
- Describe your question clearly. Don’t be too casual. Proofread and spell check!
- Expect a reply but not immediately!

DEPARTMENT OF BIOLOGY

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Advising Agenda for the Quarter

Week	Activity
Week 0	Check your schedule, get books, and know where your classes are.
Week 1	Add/drop deadline is one week after classes start. Contact your advisor if you want to discuss options before the deadline.
Week 3-5	Are you beginning to struggle? Contact your advisor if you want to discuss your situation. If you receive an academic alert, make sure you understand your status in the class.
Week 5-7	Make appointment to see your advisor for quarterly meeting. Plan classes for next quarter and make a list of questions. To the meeting, bring your advising preparation form, program evaluation, and plan to graduation.
Week 6	Last day to withdraw. Contact your advisor if you want to discuss options before the deadline.
Week 8	Register on SUOnline for next quarter.
Week 10	Good luck with final exams!
Week 11	Assess grades and determine if your schedule for next term needs adjustment.

Make the most of your advising and educational planning

- Meet quarterly with your Advisor for course planning for the upcoming quarter and developing short and long-range personal, academic, and career goals.
- Know the degree requirements, responsibilities and university policies that apply to you. Refer to the SU website and department resources and consult with your advisor.
- Use multiple opportunities to maximize your undergraduate experience (advisors, student clubs and organizations, community service, leadership opportunities, volunteering, etc.)
- Visit and take advantage of campus resources that can enhance your career at SU and beyond: Learning Commons, Education Abroad, Career Services, etc.
- Get to know your professors: it's both a good way to find out what the different majors are really about and to begin building important collegial relationships.