



### **Advising Syllabus- Spring 2022**

University of Pittsburgh-Bradford empowers students to think, create, and make meaning through intentional connections both on and off campus and innovative academic pursuits. The purpose of advising at Pitt-Bradford is to prepare students for a life of continual learning, adaptability, and individual fulfillment. Advisors and students will share responsibility for developing educational plans compatible with career aspirations. Advisors will empower students to take charge of their educational careers through a collaborative mentoring relationship between advisor and student. Academic advising is a critical component of the educational experience.

#### **Advising Goals for Advisees**

- Develop an intentional collaborative relationship with your advisor.
- Understand the structure and purpose of the University of Pittsburgh-Bradford curriculum.
- Create a narrative that connects your classes, experiential learning, and co-curricular programming.
- Identify and explain your personal and professional short- and long-term goals.
- Use institutional resources to meet your goals.

#### **Student Responsibilities**

- Develop a strong working relationship with your advisor and make appointments when requested and necessary.
- Be respectful and inclusive in your communications and interactions with your advisor.
- Prepare for and be active in advising meetings. Ask questions when you have them.
- Share your academic and career interests, concerns, hopes, and goals with your advisor so that they can provide purposeful advisement.
- Use the technological resources (Navigate Student App, Degree Planner, Schedule Builder, etc.) available to help you make informed decisions and plan your degree requirements.
- Seek out additional faculty and staff who can assist you with your academic and career planning.
- Follow through on plans-of-action identified during advising meetings.
- Be open to advice from advisor.
- Take responsibility for completing your academic plan.

- Regularly check your university-assigned email for important messages from the University. Use your university assigned ([xxxxx@pitt.edu](mailto:xxxxx@pitt.edu)) email address to contact your advisor and others at the University, to protect the confidentiality of your records.
- Conduct yourself professionally and respectfully in dealing with your advisor and all University faculty and staff. Keep scheduled appointments and arrive on time.
- Use the University of Pittsburgh at Bradford's website and Course Catalog regularly to find information about course offerings, policies, procedures, and resources.

### **Advisor Responsibilities**

- Develop a strong working relationship and be available for appointments as needed.
- Provide accurate information about the University programs, requirements, policies, and procedures so that students can make informed academic choices.
- Inform you about their advising style and expectations.
- Provide a review of your Undergraduate Academic Advisement Student Report, which includes courses taken, currently enrolled courses, and courses that need satisfied for your degree. Advisors will be able to review a list of transfer credits/classes accepted by the University.
- Help make educational plans consistent with your goals, abilities, and interests – your advisor is interested in **you!**
- Available to work with you through individual appointments (in person/virtual), telephone, and email.
- Remain current with the Course Catalog, policies, deadlines, and procedures.
- Maintain confidentiality regarding your information while always following FERPA guidelines.
- Inform students of and provide appropriate referrals to campus resources that enhance your academic and/or personal experiences at Pitt-Bradford.
- Collaborate with others on campus to facilitate comprehensive student support.
- Enforces University policies and procedures; sometimes the advisor must say “no” to something you wish to do.
- Advocate for you in completing your program within university requirements.
- Help students to make decisions and take ownership of their choices.
- Keep notes on advising appointments.

### **Guidelines for contacting your advisor!**

- Send an email to your advisor from your Pitt email address. In the body of the email, include:
  - Your first and last name.
  - A brief statement of issue/concern, reason for the appointment, or comments/questions.
  - How to connect back with you (return phone number if a phone call is desired).
  - Other relevant information