

ACADEMIC ADVISING SYLLABUS

Your **enrollment appointment date** can be found in your Student Center (my.pitt.edu).

**FOR APPOINTMENTS, CALL:
412-624-6600**

For dates and deadlines, visit:
www.cgspitt.org/calendar.cfm and
www.provost.pitt.edu/information-on/calendar.html

Advisor: _____ **E-mail:** _____

Phone: _____ **Hours:** _____ **Late Day:** _____

“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

STUDENT AND ADVISOR RESPONSIBILITIES

STUDENTS ARE EXPECTED TO....	ADVISORS ARE EXPECTED TO...
Become knowledgeable about the relevant policies and procedures of the University of Pittsburgh and its academic programs.	Know and understand the University’s academic policies and procedures and relay that information to you.
Use your Distribution and Academic Advisement Report to map your degree progress and select your classes.	Discuss suitable educational objectives as demonstrated by your abilities and goals.
Create tentative course schedules to be discussed at meetings with your advisor.	Assist you in planning a course of study. Your advisor will not choose your classes for you, but will help you determine if your choices are appropriate.
Use PeopleSoft (my.pitt.edu) to search for appropriate courses, check email, access your advisor’s Coursweb advising organization, keep track of your degree program, and learn of important dates and resources.	Forward announcements, reminders and other important information to your Pitt e-mail address as appropriate.
Be actively engaged in seeking academic and career information necessary to meet your educational goals.	Refer you to other University resources when appropriate or necessary.
Acquire the skills necessary to assume final responsibility for course scheduling, program planning, the successful completion of all graduation requirements, and any decisions regarding your academic career.	Help you become an independent, self-confident, educated decision maker.

TYPES OF APPOINTMENTS

INDIVIDUAL APPOINTMENT	WALK-IN
Appointments are scheduled for 30 or 60 minutes.	First come, first-served basis; 15-minute appointments.
Discuss concerns or questions in detail (graduation, major and transfer requirements, internships, study abroad, academic difficulty, etc).	Quick review of academic progress; schedule review for hold release.
You will have more time to ask questions.	Limited time. Walk-in hours are held noon-2 P.M., Monday-Friday, arrive by 1:45 P.M.
Advisor will help you with the decision-making process to clarify your goals, and create an educational plan that reflects these goals.	Advisor will provide limited service and answers.

Please note that you will occasionally be asked to complete surveys that will assist us in evaluating our advising services.

HOW TO...

SCHEDULE AN APPOINTMENT

- Call **412-624-6600** a minimum of 24 hours in advance; appointments are subject to availability.
- Provide the following: advisor's name, PeopleSoft ID, e-mail address and phone number, and reason for your appointment.
- Advising appointments are intended to be one-on-one with the advisor and advisee. If you **must** bring someone else (parent, guardian, spouse, partner, child, etc) please let us know.

CANCEL AN APPOINTMENT

- Call **412-624-6600** no later than the morning of your appointment if you need to cancel.

PREPARE FOR YOUR APPOINTMENT

- Review your Distribution and Academic Advisement Report.
- Prepare a list of questions or topics you want to address.
- Refer to student expectations.

ARRIVE FOR YOUR APPOINTMENT

- Arrive promptly, at least 5 minutes early.
- Turn **off** your cell phone.
- If you are more than 10 minutes late, you may be asked to reschedule your appointment.
- If you are running late, let us know by calling **412-624-6600**.

EMAIL YOUR ADVISOR

- When e-mailing your advisor, please use your University of Pittsburgh e-mail account (username@pitt.edu).
- Include your full name and PeopleSoft ID. Use a clear subject line, such as "Question about My Schedule."
- Allow 2 days for a response, excluding weekends and holidays. (Contact the web eAdvisor@cgs.pitt.edu if your advisor is absent for an extended period.)

CALL YOUR ADVISOR

- The telephone should **not** be used for questions such as "What General Education classes do I have left?" especially if you have never been to our advising office before. These questions are deceptively simple and may entail large amounts of information that are best explained in person.
- If your phone call goes to an advisor's voicemail, please leave your first and last name, PeopleSoft ID, phone number (with area code) and repeat this information twice. Also provide the nature of the question or concern you need to address. Speak clearly and slowly.
- Expect a reply, but not immediately (refer to e-mail etiquette for response time). You may want to use e-mail for a faster response.

USE WALK-IN ADVISING

- Walk-in hours are Monday-Friday, noon-2 P.M.
- Students are seen on a first come, first-served basis.
- Please arrive and sign in by 1:45 P.M. Be advised that if you arrive at the end of the walk-in advising hours, you may not be seen.

TOOLS AND RESOURCES

GENERAL INFORMATION

ACADEMIC RESOURCE CENTER:
www.as.pitt.edu/undergraduate/offices/arc

COURSE DESCRIPTIONS:
www.courses.as.pitt.edu

UNIVERSITY COUNSELING CENTER:
www.counseling.pitt.edu

DISABILITY RESOURCES AND SERVICES:
www.dr.s.pitt.edu

ADMISSIONS AND FINANCIAL AID:
www.oafa.pitt.edu/fahome.aspx

STUDENT HEALTH CENTER:
www.studhlth.pitt.edu

UNIVERSITY LIBRARY SYSTEM:
www.library.pitt.edu

OUTSIDE THE CLASSROOM CURRICULUM:
www.occ.pitt.edu

PANTHER CENTRAL:
www.pc.pitt.edu

OFFICE OF THE UNIVERSITY REGISTRAR:
www.registrar.pitt.edu

SCHEDULE OF CLASSES:
www.registrar.pitt.edu/schedule_of_classes.html

STUDENT HANDBOOK:
www.cgspitt.org/student-handbook.cfm

STUDENT PAYMENT CENTER:
www.bc.pitt.edu/students

STUDY ABROAD:
www.abroad.pitt.edu

TECHNOLOGY:
<http://technology.pitt.edu/students.html>

OFFICE OF VETERAN SERVICES:
<http://www.veterans.pitt.edu/community/>

WRITING CENTER:
www.english.pitt.edu/writingcenter/

SCHOOLS

ARTS AND SCIENCES:
www.as.pitt.edu

BUSINESS ADMINISTRATION:
www.business.pitt.edu

EDUCATION:
www.education.pitt.edu

ENGINEERING:
www.engr.pitt.edu

GENERAL STUDIES:
www.cgspitt.org

HEALTH & REHABILITATION SCIENCES:
www.shrs.pitt.edu

INFORMATION SCIENCE:
www.ischool.pitt.edu

NURSING:
www.nursing.pitt.edu

SOCIAL WORK:
www.socialwork.pitt.edu

UNIVERSITY HONORS COLLEGE:
www.honorscollege.pitt.edu