

## SUNY Orange Advising Syllabus: Spring 2024

Middletown	Newburgh
<b>Shepard Student Center, 3<sup>rd</sup> floor</b>	<b>Kaplan Hall, Student Services Central, 1<sup>st</sup> floor</b>
<b>Academic Advising Website:</b> <a href="http://www.sunyorange.edu/advising/">http://www.sunyorange.edu/advising/</a>	
<b>Zoom Advising Room:</b> <a href="https://sunyorange.zoom.us/j/91028687158">https://sunyorange.zoom.us/j/91028687158</a>	
Phone Number: 845-341-4070	

*See our website for Advisor appointment and walk-in availability*

### **What is Academic Advising?**

Academic Advising is a collaboration between an academic advisor and the student to support students in their utilization of necessary resources and the development of skills and knowledge to help students pursue their academic, career, and personal goals.

<b>Expectations of your Academic Advisor</b>	<b>My expectations as a Student</b>
Help you develop educational/career goals, plans, and strategies.	I will become knowledgeable about college resources, requirements, programs, policies, and procedures.
Assist you with making decisions while allowing you to make final decisions.	I will prepare for Academic Advising appointments by: <ul style="list-style-type: none"><li>• Looking over my plan of study and required courses in the College Catalog and DegreeWorks.</li><li>• Creating a draft class schedule for the following semester when registration is about to begin.</li><li>• Asking questions about my plan of study, resources, and services.</li><li>• Becoming familiar with MySUNYOrange account and online resources.</li><li>• Writing down my education and career goals.</li><li>• Reflecting on what barriers or academic difficulties I may be facing and devising an action plan.</li><li>• Watching the Student Success Videos for discussion.</li></ul>
Be accessible for meetings through offices hours, telephone, and email.	I will regularly check my student email and reply as needed.
Answer questions about your courses, program requirements, policies, and procedures.	I will be proactive and take ownership for actions and decisions.
Provide referrals to appropriate services, resources, and opportunities.	I will actively seek out information, opportunities, services and resources to facilitate my success.
Treat you with respect.	I will be courteous and respectful of staff.

### **Who is the “First Year Support Team”?**

*The First Year Support Team* helps you navigate your registration, and introduces you to career and transfer resources. An advisor in this team will assist you while you adjust to the College during your first semester and become your assigned academic advisor during your first semester. The First Year Support Team will contact students via their student email and through the “My First Year Support” box located on the “Student Academics” page. Students can contact the First Year Support Team with any questions via email at [FirstYearSupport@sunyorange.edu](mailto:FirstYearSupport@sunyorange.edu).

## Who is my Faculty Advisor?

During the second semester, students who are ready to proceed with the core courses in their program are assigned to a **faculty advisor** based on their degree program. This person and other instructors in the department can provide expert guidance in students' academic and career plans. Your assigned faculty advisor is visible in your **Degree Works** once you log in to your MySUNYOrange.

## When Should I see my Academic Advisor?

- Around third week into classes to hold “big-picture” planning discussion on academic goals
- To discuss and select courses for the next semester:
  - In the *Fall semester*: October- early November
  - In the *Spring semester*: March- early April

**Two-Year Progress Milestones** – Use the following guideline as you progress toward graduation:

### **First Semester (up to 15 Credits):**

- Get familiar with your MySUNYOrange: Student email, Brightspace, DegreeWorks.
- Develop academic goals and plans with your advisor.
- Begin developing **College Skills**: Time Management, Note-Taking, Test taking, etc. Refer to the *Student Success Videos* in your Student Services/Resources page.
- Familiarize with academic support services such as tutoring. Utilize the math, writing, reading labs; Batcavern.
- Learn how to use Library resources.
- Attend the Career Advising workshop opportunities.
- Familiarize with Transfer Advising resources and discuss with your advisor.
- Understand your program requirements and course sequencing.
- Familiarize with your academic department, resources, services, policies, procedures, and get involved.
- Attend Advising meetings early and independently.

### **Second Semester (up to 30 credits):**

- Utilize campus services and resources to support your academic progress and success.
- Assess progress and interests and reevaluate plans and goals.
- Work to see connections in learning across courses and how they apply to your program and discuss with your instructors.
- Begin to develop more concrete goals and strategies to achieve them; review your DegreeWorks worksheet.
- Utilize Transfer programming opportunities to help you plan ahead.
- Seek internships and employment opportunities in your area of study; get involved.

### **Third Semester (up to 45 credits):**

- Continue exploring transfer options and if applicable, initiate transfer/career application processes.
- Verify academic progress toward graduation with your advisor. Review any outstanding requirements in your DegreeWorks worksheet.
- Begin to compile a resume, faculty recommendations, lists of activities and examples of your work for use in job applications.
- Continue to examine, evaluate and adjust your academic and career goals.

### **Fourth Semester (through Graduation):**

- Maintain progress on transfer/career pursuits.
- Discuss post-graduation plans with faculty and advisors.
- Gather contact information from relevant faculty and students.
- Apply for graduation and attend Commencement in May.

**Spring 2024 Advising Schedule** (Note: dates are subject to change. Updates will be made online as appropriate.)

Week	Activity
After Registering for Classes	<ul style="list-style-type: none"> <li>Log into your MySUNYOrange and review your student information (Student Academics tab/My Academic Profile), class schedule and student email. If you are having difficulty, contact the Help Desk at 845-341-4749. They are open 24/7.</li> <li>Plan to have your books, financial aid or tuition payment arrangements, residency, immunizations, and final class schedule in place before classes begin.</li> <li>Send an email to the First Year Support Team at <a href="mailto:FirstYearSupport@sunyorange.edu">FirstYearSupport@sunyorange.edu</a> if you have any questions or concerns about registration and your first week of classes.</li> <li>Log in to your MySUNYOrange and select the Student Services/Resources tab. Watch the Student Success Videos to improve your time management and learn about your preferred learning style.</li> <li>If you need to adjust your class schedule, drop into the virtual/ zoom Advising Office.</li> </ul>
<b>Jan. 21, 2024</b>	<p>*Last day to Withdraw from all your classes for 100% refund or to have your bill cancelled. Email us at <a href="mailto:FirstYearSupport@sunyorange.edu">FirstYearSupport@sunyorange.edu</a> using your student email if you need assistance withdrawing.</p>
<b>Week 1</b>	<p><b>1/22/24 *Spring semester classes begin</b></p> <p><b>*Last week to Add/Drop semester classes with 75% tuition charge refund only</b></p> <p><b>*Last week to Add semester long classes; email your advisor for help with this</b></p> <ul style="list-style-type: none"> <li>Take a walk around campus and find where your classes are located; view the campus maps online.</li> <li>More information about your student ID and parking pass will be provided through the Grapevine during the first week of classes.</li> <li><b>Buy your books</b> after confirming your book information during your first-class meeting.</li> <li>Carefully review syllabi from all your classes and create alerts and reminders on important deadlines on your phone or a planner.</li> <li>Email the First Year Support Team at <a href="mailto:FirstYearSupport@sunyorange.edu">FirstYearSupport@sunyorange.edu</a> <b>if you have any questions or concerns about your registration, missing paperwork or classes.</b></li> </ul>
<b>Week 2</b>	<p><b>*Permission of instructor and department chair are required to Add semester classes</b></p> <p><b>*Last week to drop semester classes with 50% tuition charge refund only</b></p> <ul style="list-style-type: none"> <li>Watch “<b>Stake Out your Study Space</b>” video in your MySUNYOrange/Student Services/Resources and designate a study space at home and/or on campus.</li> <li>Review your College Student Inventory- CSI- report and follow its recommendations. If you need to have the link sent again, email us at <a href="mailto:FirstYearSupport@sunyorange.edu">FirstYearSupport@sunyorange.edu</a>.</li> <li>Navigate your MySUNYOrange/ Library page to learn how to utilize their resources.</li> <li>Navigate your tutoring resources located in your MySUNYOrange/ Student Services/Resources/Academic Support Center</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li><b>*Last week to receive 25% tuition charge refund if dropping semester classes</b></li> <li>Your Academic Advisor will contact you to schedule an appointment. To find your advisor’s name, log in to your MySUNYOrange and click on Degree Works. Your advisor’s name appears on the first block of your worksheet.</li> <li>Check out resources on the Office of Career and Internships Services website: <a href="http://www.sunyorange.edu/careers/">http://www.sunyorange.edu/careers/</a></li> <li>Watch the “<b>Success Tips for College students</b>” video located in your MySUNYOrange.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work on your planner and time management to keep up with your homework and studying.</li> <li>• Your instructors will begin posting “U” unsatisfactory grades if you are performing below C level.</li> <li>• Monitor your student email for faculty feedback through Orange Connect: A “Flag” indicates an area of concern (discuss with your instructor right away) and a “Kudo” indicates you are doing well.</li> </ul>
Weeks 4-5-6	<ul style="list-style-type: none"> <li>• Plan to meet with your Academic Advisor to discuss your academic goals, college skills.</li> <li>• Seek feedback from your instructors on submitted assignments, quizzes, exams, and general performance in class; areas for improvement, etc.</li> <li>• Continue working on your planner, study pace, and managing your study time. Keep up the good work!</li> <li>• Take advantage of on-campus or <b>online Tutoring</b>. You can access online tutoring from your <b>MySUNYOrange account/Student Services Resources/Center for Student Success</b>. Click <b>Net Tutor</b>.</li> </ul>
<b>Mar. 11, 2024</b>	<b>*Second half semester classes begin. Are you taking a second half semester class?</b>
Weeks 7-9	<ul style="list-style-type: none"> <li>• Your instructors will continue to post “Flags” or “Kudos” throughout the semester.</li> <li>• If you are struggling with classes, <b>talk to your instructors about what you can do and where to get help</b>. Also, go <a href="#">here</a> to locate a tutor by subject.</li> <li>• Meet with your Academic Advisor if you are experiencing any difficulty to discuss your options.</li> <li>• Check out the Wellness Center website <a href="http://www.sunyorange.edu/wellness/">http://www.sunyorange.edu/wellness/</a> for available resources on personal counseling or workshops on campus.</li> <li>• Continue working on your planner and managing your study time to be prepared in classes. Keep up the good work!</li> <li>• The <b>Fall 2024</b> class schedule is available online to plan for your classes next semester.</li> </ul>
Weeks 9-10	<ul style="list-style-type: none"> <li>• <b>Meet with your Academic Advisor</b> to discuss your courses for the <b>Fall semester</b>. Plan early to have a strong schedule with classes that meet at times that work for you.</li> <li>• Prepare for your advising meeting by following <a href="#">these steps</a>.</li> </ul>
<b>April 19, 2024</b>	<b>*Last day for a Total Withdrawal or dropping a semester-long class(es)</b>
Weeks 11-12-13-14	<ul style="list-style-type: none"> <li>• <b>Priority registration for the Fall 2024 semester begins.</b></li> <li>• Manage your time wisely, maintain open communication with your academic advisor and instructors.</li> <li>• Meet with your academic advisor to discuss your courses and get your pin# for online registration.</li> <li>• Final exams begin.</li> </ul>
<b>Final Exams Week</b>	<ul style="list-style-type: none"> <li>• Good luck on your finals!</li> <li>• Make sure your registration for <b>Fall 2024</b> is complete; make any adjustments as necessary</li> </ul> <p><b>5/20/24</b> *Final Grades are available online in your MySUNYOrange/Student Academics/My Grades.</p>