SUNY Orange Advising Syllabus: Fall 2015

Academic Advising Office: http://www.sunyorange.edu/advising/

Middletown: Shepard Student Center, 3rd floor  
845-341-4070

Newburgh: Kaplan Hall, Student Services Central, 1st floor  
845-341-9502

Advisors are available by appointment or on a walk-in basis throughout the semester.  
See our website for Advisor appointment and walk-in availability  
http://www.sunyorange.edu/advising/hoursstaff.shtml

Advising Mission: As an integral part of the Student Services division and the broader college community, the mission of Academic Advising at SUNY Orange is to collaborate with students in developing the resources, skills and knowledge to pursue their academic, career and personal goals.

Responsibilities of Advisors:

• Help students develop educational/career goals, plans and strategies
• Answer questions about your courses, program requirements, policies and procedures
• Assist students with decision-making and allow students to make final decisions
• Provide referrals to appropriate services, resources, and opportunities
• Be accessible for meetings through office hours, telephone and email.
• Treat students with respect

Responsibilities of Students:

• Become knowledgeable about college resources, requirements, programs, policies and procedures
• Prepare for Advising appointments
• Regularly check campus e-mail for correspondence from advisor and reply as needed
• Be proactive and take ownership for actions and decisions
• Actively seek out information, opportunities, services and resources to facilitate success
• Be courteous and respectful of staff

First Year Support Team
All new students are advised during the first semester by an advisor in the First Year Support Team. An advisor in this team will assist you while you adjust to the College during your first semester and will be assigned to students by end of week two. The First Year Support Team will contact students via their student email and MySUNYOrange through Alerts and the “My First Year Support” box located in the “Student Academics” tab. Students can contact the First Year Support Team with any questions regarding registration via email at FirstYearSupport@sunyorange.edu.

Faculty Advisors
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 on your MySUNYOrange/Student Academics tab once you select the term in your Academic profile.

When to See your Advisor

• At the beginning of the semester around week four to hold “big-picture” planning discussion on academic goals
• To discuss and select courses for the next semester:
  o In the Fall semester: October- early November
  o In the Spring semester: March- early April
Two-Year Progress Milestones:

First Semester (up to 15 Credits):
- Take a learning styles inventory to discover your preferred way of learning
- Develop initial goals and plans with your advisor after watching the video “Exploring Careers & Choosing a Major”
- Begin developing College Skills: Time Management, Note-Taking, Test taking, etc.
- Familiarize yourself with college programs, resources, services, policies, procedures, and opportunities and get involved
- Learn how to use Library resources
- Understand your program requirements and course sequencing
- Attend Advising meetings early and independently

Second Semester (up to 30 credits):
- Utilize campus services and resources to support 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

Third Semester (up to 45 credits):
- Explore transfer options and if applicable, initiate transfer/career application processes
- Verify academic progress toward graduation
- Begin to compile a resume, faculty recommendations, lists of activities and examples of your work for use in 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
Fall 2015 Advising Schedule
*NOTE dates are subject to change. Updates will be made online as they become available.

Before the Semester Begins
- Log into your MySUNYOrange student portal and review your student information, student email and class schedule. If you are having difficulty, contact the Help Desk: 341-4735/4739 or helpdesk@sunyorange.edu.
- Plan to have your books, final class schedule of classes, tuition payment arrangements in place as soon as possible and no later than by the end of the first week of classes.
- Send an email to the First Year Support Team @ FirstYearSupport@sunyorange.edu if you have any questions or concerns about your registration.

Watch the following videos located on your MySUNYOrange portal/Students Services & Resources tab and discuss results with your advisor:
- “Discover your Learning Style.” Complete the Learning Styles Inventory and action plan at the end. Bring results to your advising meeting.
- “Exploring Careers & Choosing a Major.” Discuss academic goals and plans with your advisor.
- "Stake Out your Study Space”
- “Success Tips for College students”
- If you need to adjust your class schedule, see an Advisor as soon as possible in the Advising Office 8/28

1st week of classes
8/31 Fall semester classes begin
*Last week to Add/Drop semester classes for 75% refund
*Last week to Add classes with only an Advisor’s signature
- Take a walk around campus and find out where your classes are located
- Make sure to get your Student ID and Parking Pass by presenting your class schedule to the Information Desk in Middletown (Shepard Center, 2nd floor) or Student Services Central in Newburgh (Kaplan Hall, 1st floor)
- Buy books for your classes and follow up on any missing paperwork at Student Services Central
- Carefully review syllabi from all your classes and start jotting down important deadlines on a planner

2nd week of classes
- Permission of instructor, department chair and Registrar required to Add semester classes
- Last week to receive 50% refund for dropped classes
- Designate a study space at home and/or on campus and start planning study time to meet important deadlines
- Visit the Library and learn how to use their resources: http://www.sunyorange.edu/lrc/
- While at the Library visit Academic Support Services for student success tips and to learn about tutoring services http://www.sunyorange.edu/las/

3rd week of classes
- Last week to receive 25% refund for dropped semester classes
- Visit the Office of Career and Internships Services for career and internship planning and information: http://www.sunyorange.edu/careers/
- Watch the Study Success videos located on your MySUNYOrange
- Continue working on your planner, and adjusting study time to meet important deadlines
5th and 6th week of classes
- Plan to meet with your Academic Advisor to discuss your academic goals, learning styles, etc.
- Seek feedback from your instructors on submitted assignments, grades, and your performance in class, areas for improvement, etc.
- Continue working on your planner, study pace and managing your study time. Keep up the good work!
- Your instructors will begin posting “U” unsatisfactory grades if you are performing below C level. Check your MySUNYOrange for “U” alerts and follow up with your instructor(s) right away

7th, 8th, 9th week of classes
- Your instructors will continue to post “U” unsatisfactory grades until end of week 8
- If you are struggling with classes, talk to your instructors about what you can do and where to get help or visit Academic Support Services at: [http://www.sunyorange.edu/las/index.shtml](http://www.sunyorange.edu/las/index.shtml)
- Plan to meet with your Academic Advisor if you are experiencing any difficulty and want to discuss your options
- Check out the Wellness Center website [http://www.sunyorange.edu/wellness/](http://www.sunyorange.edu/wellness/) for available resources on personal counseling or workshops on campus or check out videos on stress management available on your portal

10/21 *Second half semester classes begin*

10th, 11th, 12th week of classes
- The Spring 2016 Class Schedule is available in Banner
- Plan to meet with your Academic Advisor to discuss your courses for the next semester. Bring your draft class schedule to your advising meeting
- To prepare for your advising meeting refer to your MySUNYOrange/ Student Academics tab
  - If you are unsure about a particular requirement in your program, make sure to bring that up with your Advisor
- Refer to your MySUNYOrange home page for designated advising dates for your department and meet with your assigned Academic Advisor for Spring 2016 registration
- Priority registration begins.

13th, 14th, 15th week of classes
11/30 *Last day to do a Total Withdrawal from all classes or Withdrawing from individual classes
- Manage your time wisely, maintain open communication with your academic advisor and instructors
- Make sure you have registered for the next semester or met with your academic advisor to discuss your courses and get your pin#
- Final exams begin

Finals Week
- Good luck on your finals!
- Make sure your registration for Spring 2016 is completed; make any adjustments as necessary

12/14 *Final Exams begin
12/21 *Grades are available online in Banner