

WOODBURY UNIVERSITY

ACADEMIC QUALITY • INNOVATION & CREATIVITY • TRANSDISCIPLINARITY
COMMUNICATION • THE INTEGRATED STUDENT • SOCIAL RESPONSIBILITY

DIVISION OF ACADEMIC AFFAIRS

Faculty – OSD Advising (FOA) Committee

MISSION

The Faculty-OASIS Advising (FOA) committee develops strategies for improving advising services for students, providing resources for advisors, and unifying and enhancing advising efforts on campus. FOA is a partnership between Faculty Advisor representatives from each of Woodbury's Academic Schools and the Office of Student Development.

PROGRAM OUTCOMES

Academic Quality • Transdisciplinarity • Communication
The Integrated Student • Social Responsibility

Academic Advising Syllabus

Faculty Advisors and OSD Advisors

Isaacs Faculty Center	(ARCH)	(818) 394-3313
	(MCD)	(818) 394-3372
	(ITS)	(818) 394-3379
School of Business	(BUS)	(818) 252-5231
Whitten Student Center	(OSD)	(818) 252-5232

Academic Advising Philosophy

Academic advising is a collaborative educational process whereby students and their advisors partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. 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. (NACADA, 2004)

At Woodbury University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Woodbury campus.

Resources

- Student File: Major worksheet
- University publications: University Catalog, Student Handbook
- FOA/Office of Student Development: Advisors' Resource Guide
- University web portal (go.woodbury.edu → Self-Service)
- Student-specific Resources: SOAR (*Student Orientation, Advisement, and Registration*), PPDV 100 Transition to College (freshmen only), PPDV 200 Transition to Woodbury (transfers only in ARCH, IA, FD)

Academic Advising Student Learning Outcomes

Through the academic advising experiences at Woodbury, students will do the following:

- Demonstrate the ability to make effective decisions concerning their degree and career goals.
- Develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Be able to accurately read and effectively utilize a major worksheet in their educational planning.
- Graduate in a timely manner based on their educational plan.

A Successful Advising Partnership Shares Responsibilities Between the Student and the Advisor

Student Responsibilities

Students are expected to do the following:

1. Schedule at least one advising appointment with their major advisor each semester.
2. Attend all scheduled appointments on time and prepared.
3. Call if they need to reschedule or make a change to the Advising Agreement.
4. Come prepared to each appointment, bringing a variety of class options (preliminary schedule) and any academic records, as appropriate to the discussion.
5. Be an active learner and participate fully in advising.
6. Ask questions if there is confusion or if there is a specific concern.
7. Complete all assignments or recommendations from the major advisor.
8. Share their personal values and goals with the academic advisor so he/she is aware of your interests and motivation.
9. Grow in awareness about college programs, policies, procedures, and graduation requirements.
10. Keep the academic advisor informed of successes, challenges, and questions along the way.

Advisor Responsibilities

Advisors are expected to do the following:

1. Be accessible for meeting during office hours by telephone or email.
2. Understand and effectively communicate the required curriculum and graduation requirements, as well as University policies and procedures.
3. Monitor and document students' progress toward meeting their goals.
4. Encourage students to set goals and plan realistic strategies to meet those goals.
5. Discuss potential career options within the student's chosen major.
6. Make appropriate referrals for students to resources and services on campus.
7. Assist students in working closely with their professors.
8. Maintain confidentiality.
9. Foster problem-solving and decision-making skills in students in meeting their educational goals, especially as obstacles arise or plans must change.
10. Help students appreciate the role higher education plays in meeting their goals and maximizing their potential.

Evaluation Criteria

The student and academic advisor will develop an on-going portfolio of the student's advising work. This portfolio will consist of a variety of documents including the major worksheet, semester schedules, collaborative work resulting from various referrals on campus, and a variety of documents that demonstrate the student's achievements of these outcomes.

Advising Schedule

Generally, the last week of October, and the month of November is advisement and registration for Spring classes. Advisement and registration for Summer/Fall classes generally occurs in late March/early April. Check the Woodbury web portal (<http://my.woodbury.edu/staff/osd> → Academic Support and Advising - OASIS) for specific dates each semester.

The **UNIVERSITY-WIDE REGISTRATION GOAL**, by which all students should be registered for their next term's classes, is the last day of classes in the current semester.

Accommodating Students with Disabilities *See complete policy on page 132 of the Course Catalog*

The University will make reasonable accommodations to students with documented disabilities which substantially limit a major life activity. Students should register with the Office of Student Development.