Advisors are available by appointment or on a walk-in basis throughout the semester, except in the weeks surrounding registration when they are available on a walk-in basis only.

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.

Definition of Advising: Academic Advising is an intentional educational process that guides students in the development, implementation and achievement of educational, career and life plans. Effective Advising includes: assisting students to develop meaningful and attainable goals, make informed decisions and effectively use college resources; providing accurate and timely information about SUNY Orange programs, classes, resources, services, policies and procedures, as well as transfer and career opportunities; developing an understanding of the college experience and curriculum; facilitating students’ self-sufficiency; and fostering students’ intellectual and personal development toward academic success and lifelong learning.

Responsibilities of Advisors:
• Provide and effectively communicate accurate information
• Treat students with respect
• Assist students with decision-making and allow students to make final decisions
• Refer students to appropriate resources and opportunities
• Assist students with developing and pursuing goals
• Be accessible for meetings through office hours, telephone and email.

Responsibilities of Advisees:
• Actively participate in the Advising and educational process
• Accept responsibility for actions and decisions
• Schedule, attend and be prepared for Advising meetings
• Become knowledgeable about college resources, requirements, programs, policies and procedures
• Actively seek out information, opportunities, services and resources to facilitate success
Whom to See:
- Your assigned Advisor is visible on your student portal within five weeks of the start of the semester
- See an Advisor in the Academic Advising Office for policy/procedure/process questions, add/drops, and if your assigned Advisor is unavailable when you need immediate assistance
- See your assigned Advisor for ongoing guidance and for academic advising

How to See Your Advisor:
- Check with your Advisor for their availability (office hours, walk-in, appointments, groups, etc.)

When to See Your Advisor:
- To develop educational/career goals, plans and strategies
  - Longer, “big-picture” planning discussions should be held toward the beginning of the semester:
    - September-October during the fall semester; February-early March during the spring semester
- To discuss your courses for the next semester: mid-March-April for the Fall semester and November-December for the Spring semester
- To discuss academic problems and progress
- To ask questions about programs, procedures, and policies
- To get referrals for appropriate services, resources, information, and opportunities

Two-Year Progress Milestones:

First Semester (up to 15 Credits):
- Take a learning styles assessment to discover your preferred way of learning and study tips
- Watch the video “Exploring Careers & Choosing a Major” available on your portal and develop initial goals and plans with your advisor
- 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
- Plan to attend Advising sessions 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 2014 Advising Schedule
*NOTE dates are subject to change. Updates will be made online as they become available.

Before the Semester Begins: 5/26 – 8/22
- Log into your 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
- Take your “Learning Styles” inventory located on your portal to discover your preferred way of learning
- Watch the “Exploring Careers & Choosing a Major” video located on your portal to learn more about your interests and skills
- Watch the "Stake Out your Study Space" video located on your student portal
- Watch the “Success Tips for College students” video located on your student portal
- 8/22 *Last day to Withdraw from all your classes for 100% refund or to have your bill cancelled
- If you need to adjust your schedules see an Advisor as soon as possible in the Advising Office

1st week of classes: 8/25 - 8/29
- *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: 9/1 - 9/5
- *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: 9/8 - 9/12
- *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 Skills videos located on your student portal
- Continue working on your planner, and adjusting study time to meet important deadlines
- 1-Connect week: Meet faculty in your departments and participate in scheduled activities. Refer to your portal for more information about your department’s activities. Greet, meet and connect with other students in your major!

5th and 6th week of classes: 9/22 - 10/3
- Look up your assigned Advisor on your student portal and find out availability
- Plan to meet with your Academic Advisor to discuss your academic goals, program of study, learning styles, etc.
- Seek feedback from your instructors on submitted assignments, grades, 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 student portal for “U” alerts and follow up with your instructors right away

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7th, 8th, 9th week of classes: 10/6 – 10/24
- 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
- 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/ for available resources on personal counseling or workshops on campus or check out videos on stress management available on your portal
- 10/15 *Second half semester classes begin

10th, 11th, 12th week of classes: 10/27 - 11/14
- The Spring 2015 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 this page http://www.sunyorange.edu/advising/continuing/prepare.shtml
  o If you are unsure about a particular requirement in your program, make sure to bring that up with your Advisor
- Refer to your portal for designated advising dates for your department and meet with an Academic Advisor for Spring 2015 registration
- Priority registration begins. Refer to important registration advising dates on this page: http://www.sunyorange.edu/advising/index.shtml
- Attend the annual Transfer Fair: over 60 colleges visit both campuses to provide information on transfer opportunities. Refer to this page for more information: http://www.sunyorange.edu/counseling/transfer/index.shtml

13th, 14th, 15th week of classes: 11/17 – 12/5
- 12/1 *Last day to do a Total Withdrawal from all classes or speak to your Instructor about Withdrawal from individual classes
- Scholarship information and applications for 2014-20115 are available: http://www.sunyorange.edu/scholarships/
- 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 2015 is completed; make any adjustments as necessary
- 12/15 *Winter break begins
- 12/16 *Grades are available online in Banner
  *The Academic Advising Office opens to assist students who need to add/drop only

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