

SUNY Orange Advising Syllabus: Fall 2020
Academic Advising Office: <http://www.sunyorange.edu/advising/>

Middletown	Newburgh
Shepard Student Center, 3rd floor	Kaplan Hall, Student Services Central, 1st floor
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 the utilization of services and resources and the development of skills and knowledge in pursue of students’ academic, career, and personal goals.

Expectations of your Academic Advisor	My expectations as a Student
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"> • Looking over my plan of study and required courses in the College Catalog. • Creating a draft class schedule for the following semester when registration is about to begin. • Asking questions about my plan of study, resources, and services. • Becoming familiar with my SUNYOrange and online resources. • Writing down my education and career goals. • Reflecting on what barriers or academic difficulties I may be facing and seeking help. • Watching the Student Success Videos in your MySUNYOrange → Student Services Resources tab for discussion.
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 part of the “First Year Support Team”?

Most first semester academic advisors are part of the *First Year Support Team*. An advisor in this team will assist you while you adjust to the College during your first semester. Advisors in the First Year Support Team will contact students via their student email and MySUNYOrange account 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 via email at 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?

- 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:
 - In the *Fall semester*: October- early November
 - In the *Spring semester*: March- early April

Two-Year Progress Milestones –Use your *Plan for Success* chart as a guideline toward graduation:

First Semester (up to 15 Credits): Refer to the *Student Success* resources in your MySUNYOrange/ Student Services and Resources and:

- Get familiar with your MySUNYOrange: Email, Blackboard, Degree Works.
- Develop academic goals and plans with your advisor
- Begin developing *College Skills*: Time Management, Note-Taking, Test taking, etc.
- Familiarize with academic support services such as tutoring. Utilize the math, writing, reading labs; Batcavern
- Learn how to use Library resources
- 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
- Seek internships and employment opportunities in your area of study; get involved

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 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

Fall 2020 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"> • 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 341-4735/4739. • Plan to have your books, financial aid or tuition payment arrangements, residency, immunizations, and final class schedule in place before classes begin. • Send an email to the First Year Support Team at FirstYearSupport@sunyorange.edu if you have any questions or concerns about registration and your first week of classes or need to adjust your schedule • 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. • In your MySUNYOrange, click Blackboard on the top right corner of your screen and then, the <i>Student Success</i> tab; carefully review the <i>technology, tools and advise</i> to succeed over time.
Aug. 23, 2020	<p>*Last day to Withdraw from all your classes for 100% refund or to have your bill cancelled. Email us at FirstYearSupport@sunyorange.edu using your student email if you need assistance withdrawing.</p>
Week 1	<p>8/24 *Spring semester classes begin *Last week to Add/Drop semester classes with 25% tuition charge or receive 75% refund *Last week to Add semester long classes; email your advisor for help with this</p> <ul style="list-style-type: none"> • Take a walk around campus and find where your classes are located; view the campus maps online. • 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 your books after confirming your book information during your first class meeting. • Carefully review syllabi from all your classes and create alerts and reminders on important deadlines on your phone or a planner. • Email the First Year Support Team at FirstYearSupport@sunyorange.edu if you have any questions or concerns about your registration, paperwork or classes.
Week 2	<ul style="list-style-type: none"> • *Permission of instructor and department chair are required to Add semester classes *Last week to drop semester classes with 50% tuition charges or receive 50% refund • Watch “Stake Out your Study Space” video in your MySUNYOrange/Student Services/Resources and designate a study space at home and/or on campus. • Review your College Student Inventory- CSI- report and follow its recommendations. If you need to have the link sent again, email us at FirstYearSupport@sunyorange.edu. • Visit the Library on either campus and learn how to use their resources: MySUNYOrange/Library • Watch the videos on the different Academic Support locations for tutoring located in your MySUNYOrange/ Student Services/Resources/Academic Support Center
Week 3	<ul style="list-style-type: none"> • *Last week to receive 25% refund if dropping semester classes • Your Academic Advisor will contact you to schedule an appointment. To find your advisor’s name, log in to your MySUNYOrange and click Degree Works on the top right corner. Your advisor’s name appears on the first block of your worksheet.

	<ul style="list-style-type: none"> • Check out resources on the Office of Career and Internships Services website: http://www.sunyorange.edu/careers/ • Watch the “Success Tips for College students” video located in your MySUNYOrange. • Work on your planner and time management to keep up with your homework and studying. • Your instructors will begin posting “U” unsatisfactory grades if you are performing below C level. • Check Alerts in your MySUNYOrange for “U” (Unsatisfactory) grade alert(s) and/or feedback via email and follow up with your instructor (s) right away.
Weeks 4-5-6	<ul style="list-style-type: none"> • Plan to meet with your Academic Advisor to discuss your academic goals, college skills. • Seek feedback from your instructors on submitted assignments, quizzes, exams, and general performance in class; areas for improvement, etc. • Continue working on your planner, study pace, and managing your study time. Keep up the good work! • Take advantage of on-campus or online Tutoring. You can access online tutoring from your MySUNYOrange account/Student Services Resources/Academic Support Center. Click Net Tutor.
Oct. 14, 2020	*Second half semester classes begin. Are you taking a second half semester class?
Weeks 7-9	<ul style="list-style-type: none"> • Your instructors will continue to post “U” unsatisfactory grades until the end of week 9 of classes. • If you are struggling with classes, talk to your instructors about what you can do and where to get help. • 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. • Continue working on your planner and managing your study time to be prepared in classes. Keep up the good work! • The Spring 2021 class schedule is available online to plan for your classes next semester.
Weeks 9-10	<ul style="list-style-type: none"> • Plan to meet with your Academic Advisor to discuss your courses for the Spring semester. Plan early to have a good schedule with classes that meet at times that work for you. • To prepare for your advising meeting refer to Tutorials in your MySUNYOrange/ Student Services Resources tab. <ul style="list-style-type: none"> ○ If you are unsure about a particular requirement in your program, make sure to ask your Advisor
Weeks 11-12-13-14	<p>11/17/2020 *Last day for a Total Withdrawal or dropping a semester-long class(es)</p> <ul style="list-style-type: none"> • Priority registration for the Spring 2021 semester begins. • 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
Final Exams Week	<ul style="list-style-type: none"> • Good luck on your finals! • Make sure your registration for Spring 2021 is complete; make any adjustments as necessary <p>12/7 *Final Exams begin. 12/14 *Final Grades are available online in your MySUNYOrange/Student Academics/My Grades.</p>