

# FIRST AND SECOND YEAR ADVISING (FSYA)

## Academic Advising Syllabus



### Mission of FSYA

First and Second Year Advising serves the academic advising and support needs of students at Loyola University Chicago through the first two years of the college experience. We provide students with advising services and referrals to our campus partners that contribute to a successful transition from high school to college and to our students' holistic development, in line with our Jesuit, Catholic mission and *Cura Personalis*. We support and challenge our students in their pursuits of excellence and *Magis*, and guide them toward the completion of their academic goals and attainment of a degree in a timely manner.

#### FSYA Contact Information & Appointment Scheduling

Sullivan Center for  
Student Services, Suite 260  
Phone: 773.508.7714  
Email: FSYAadvising@luc.edu

#### Drop-In Advising:

Wednesday – Friday, 1:30 – 4:00 p.m.

### The Advising Relationship—Student & Advisor Expectations

#### Expectations of Students

- ⇒ Take primary and increasing responsibility for your educational plans and achievements.
- ⇒ Keep current on your academic progress in classes; know your test and assignment dates and implement effective study strategies.
- ⇒ Be involved in the advising process by assuming responsibility for degree planning and coming to appointments prepared to discuss goals and educational plans; bring necessary materials.
- ⇒ Attend academic advising appointments as scheduled; if you are running late or need to cancel, please call the FSYA front desk.
- ⇒ Be open and willing to consider recommendations from faculty, advisors, and other mentors, and be open to asking questions if you do not understand an issue or have a specific concern.
- ⇒ Display respect for your academic advisor and your peers.

#### Expectations of Advisors

- ⇒ Help you plan your course of study at Loyola, choose a major, create an academic plan, and decide which courses to take.
- ⇒ Explain university policies and procedures and other important academic information.
- ⇒ Guide you in identifying and pursuing resources throughout campus, and provide you with information about academic success strategies.
- ⇒ Empower you in gaining decision making skills and in assuming responsibility for your educational plans and achievements.
- ⇒ Create an environment where mutual respect and trust allows you to define and develop realistic academic goals.
- ⇒ Maintain confidentiality pursuant to FERPA (Family Educational Rights and Privacy Act).

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### Should I schedule an advising appointment, come to drop-in advising, or call the FSYA front desk?

| Scheduled Appointment<br>(30 minutes)   | Drop-In Advising<br>(10 minutes)  | Call FSYA Front Desk   |
|---|---|--|
| <ul style="list-style-type: none"> <li>⇒ Academic Plan review</li> <li>⇒ In depth questions:                             <ul style="list-style-type: none"> <li>* Major/minor discernment</li> <li>* Academic difficulties</li> <li>* Future course planning</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>⇒ Need assistance to enroll in, drop, or repeat a course</li> <li>⇒ Form signatures</li> <li>⇒ Policy clarification</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Schedule an appointment</li> <li>⇒ Change an already scheduled appointment time</li> <li>⇒ Running late</li> </ul> <p><i>Note: you will likely have to reschedule if you are 15+ minutes late</i></p> |

### Guidelines for Contacting Your Advisor

**Via your  
Loyola email  
account**

**Please include:**

- ⇒ Student Name (First & Last)
- ⇒ Loyola ID Number and UNIV 101 section (if applicable)
- ⇒ Brief statement of issue/concern or comments/questions

### Important Campus Resources

|   |  |  |
|---|--|--|
| <p><b>Tutoring Center</b></p> <p>Sullivan Center<br/>Room 245</p> <p>773-508-7709<br/>tutoringcenter@luc.edu<br/>luc.edu/tutoring/</p>                      | <p><b>Writing Center</b></p> <p>IC, Room 221 (LSC)<br/>Corboy, Room 811 (WTC)</p> <p>773-608-8468 (LSC)<br/>312-915-6089 (WTC)<br/>luc.edu/writing/</p>                  | <p><b>Wellness Center</b></p> <p>Granada Center<br/>Suite 310</p> <p>773-508-2530 (office)<br/>Counseling/Dial-A-Nurse:<br/>773-508-8883<br/>luc.edu/wellness/</p> |
| <p><b>Student Accessibility Center</b></p> <p>Sullivan Center, Suite 117 (LSC)<br/>Maguire 226 (WTC)</p> <p>773-508-3700<br/>sswd@luc.edu luc.edu/sswd/</p> | <p><b>Career Development Center</b></p> <p>Sullivan Center, Suite 255 (LSC)<br/>Corboy, Suite 800 (WTC)</p> <p>773-508-7716<br/>careercenter@luc.edu luc.edu/career/</p> |  |

# FIRST AND SECOND YEAR ADVISING





## Academic Advising Syllabus



## YEAR ONE

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### Academic Milestones

-  **CREATE AN ACADEMIC PLAN**  
*You will initially create your plan in UNIV 101, but it is up to you to revise the plan as your academic pursuits change and you enroll in classes each semester—your plan will change, and that’s ok!*
-  **IF UNDECLARED OR STILL EXPLORING, USE CAMPUS RESOURCES TO ENGAGE IN MAJOR DISCERNMENT**  
*Most college students change their major several times.*
-  **DEVELOP TIME MANAGEMENT & ACADEMIC SUCCESS SKILLS**  
*Your advisor will discuss these skills in UNIV 101, but it is your job to put them into action and continue to assess what works best for you.*
-  **SCHEDULE AN ACADEMIC ADVISING APPOINTMENT**  
*Advisors’ calendars fill up quickly around registration weeks, so please schedule early to guarantee time with your advisor.*

## YEAR TWO

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### Academic Milestones

-  **REVIEW AND REVISE YOUR ACADEMIC PLAN**  
*Update your plan with the courses that you have completed thus far and check that your future semesters have the correct sequence of required classes.*
-  **SCHEDULE A CHECK-IN APPOINTMENT WITH YOUR ACADEMIC ADVISOR**  
*Get feedback on your plans for majors and minors, internships, study abroad, research opportunities, and more.*
-  **DEVELOP RELATIONSHIPS WITH FACULTY**  
*Meet with faculty who can give you more insight into majors, minors, and careers of interest.*

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## Academic Advising Syllabus



### Academic Year Calendar 2018-19: Dates to Remember

For specific dates and detailed calendars visit: <http://www.luc.edu/academics/schedules/>

#### August

- 8/22-8/31: Welcome Week
- 8/27: Fall semester begins

#### September

- 9/3: Labor Day Holiday (no classes)
- 9/4: Last day to change registration/drop a class without a 'W' (withdraw) grade

#### October

- 10/8-10/9: Mid-semester break (no classes)
- Early grade alert process begins
- 10/15: Begin course planning for spring; schedule advising appointment

#### November

- 11/2: Last day to withdraw with a grade of 'W' ('WF' assigned after)
- 11/5: Spring registration begins
- 11/21-11/24: Thanksgiving Holiday (no classes)

#### December

- 12/9: Fall semester classes end
- 12/10-12/15: Final exams

#### January

- 1/14: Spring semester begins
- 1/22: Last day to change registration/drop a class without a 'W' (withdraw) grade

#### February

- 2/11: Summer registration begins
- Early grade alert process begins

#### March

- 3/4-3/9: Spring Break (no classes)
- 3/11: Begin course planning for fall; schedule advising appointment
- 3/25: Last day to withdraw with a grade of 'W' ('WF' assigned after)

#### April/May

- 4/8: Fall registration begins
- 4/18-4/22: Easter Holiday (no classes Thurs evening-Mon afternoon)
- 4/26: Spring semester classes end
- 4/29-5/4: Final exams

