



## ADVISING SYLLABUS

Office Location	<a href="#">5 Henderson Building</a>	Phone	814-865-2156
Hours	<a href="#">Check your Success Network in Starfish for appointment and drop-in advising hours</a>	Website	<a href="#">Center for Student Advising and Engagement</a>

### Mission of Advising in HHD

Our mission is to provide safe spaces for students to explore academic strengths and goals. This mission includes guiding students to develop practices for achieving academic success, teaching students to utilize the full range of university resources and encouraging students to engage in academic and co-curricular communities. By collaborating with students to build relationships honoring students' unique stories, advisers empower students to take ownership of their educational experience and to embrace civic responsibility.

Advisers can help you:

You are expected to:

<b>SET AND MEET GOALS</b> Create your individualized academic plan	<b>CONNECT</b> Meet with your adviser at least once a semester. Come prepared and follow up on referrals and recommendations.
<b>ACCESS YOUR PLANS</b> Use resources, suggest options and alternatives	<b>ACT</b> Read emails from your faculty, adviser and HHD. Use resources and take advantage of offerings.
<b>UNDERSTAND THE UNIVERSITY</b> Identify relevant policies and program requirements	<b>KNOW</b> Find the information and understand the expectations required to be successful at Penn State.
<b>FIND OPPORTUNITIES</b> Explore majors, minors, courses, activities and more	<b>ENGAGE</b> Make informed decisions and get involved. Take charge—it's your education; your future.

### The Advising Relationship—Student and Adviser Expectations

Expectations of Adviser	Expectations of Student
Advocate for your success and development by serving as a liaison with campus resources, faculty and staff	Adhere to the Penn State <a href="#">Student Code of Conduct</a> , University policies and procedures
Empower you to create a plan that will help you explore and determine your academic goals	Take ownership of your academic plan and performance
Respond within two working days upon receipt of an email from your Penn State account	Communicate with your adviser and adhere to deadlines
Maintain a courteous, respectful and supportive advising environment	Utilize campus resources (including your adviser), systems and planning tools
Collaborate with you to generate solutions to challenges	Be prepared to collaborate with your adviser to set goals
Participate in professional development to keep informed and current.	Check your Penn State email account regularly, manage your inbox and respond to actionable items
Adhere to the guidelines set forth by the <a href="#">Family Educational Rights and Privacy Act (FERPA)</a>	Allow for open and honest communication with HHD faculty and staff
	Accept responsibility for your decisions and actions (or inactions) that affect your educational progress and goals

## Do I need to schedule an advising appointment or will drop-in advising or email meet my needs?

Scheduled Appointment*	Drop In Advising	Email**
<ul style="list-style-type: none"> <li>• 45 minute allotted meeting time</li> <li>• More involved questions and detailed discussions, such as:                             <ul style="list-style-type: none"> <li>○ Academic difficulty</li> <li>○ Change of major</li> <li>○ Exploring academic plans and goals</li> <li>○ What-If Report (Degree Audit)</li> <li>○ Transfer options</li> <li>○ Study abroad</li> <li>○ Late course drop</li> <li>○ Leave of absence</li> <li>○ University withdrawal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Generally a 10-15 minute meeting time</li> <li>• First-come, first-served, this may involve a wait</li> <li>• Common Examples:                             <ul style="list-style-type: none"> <li>○ Form signatures</li> <li>○ Policy clarification</li> <li>○ Check-in meeting</li> <li>○ Follow-up meeting</li> <li>○ Class concerns</li> <li>○ Registration question</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Clarification if you are unsure an appointment is necessary</li> <li>• Clarification or follow-up from a previous advising appointment</li> <li>• Clarification if course taken at another institution will transfer to Penn State.</li> </ul>

\* [Schedule online through Starfish](#), do not email your adviser to schedule an appointment. Find your assigned adviser in your Success Network.

\*\*For security and privacy, always use your Penn State email account when communicating with staff and faculty at the university. Because you are required to authenticate to login to your Penn State email, it's the only way we really know who we are communicating with and that our communications are confidential.

## Advising Appointment Tips

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> <li>• Determine what kind of advising appointment you need</li> <li>• Familiarize yourself with the <a href="#">Academic Calendar</a> and be aware of all university deadlines</li> <li>• Come prepared with questions written out</li> </ul>	<ul style="list-style-type: none"> <li>• Show up on time</li> <li>• Sign in at kiosk</li> <li>• Silence cell phone</li> <li>• Be open with your adviser with how things are going at school and in your classes.</li> <li>• Be willing to share things about yourself so we can better understand your goals and interests.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a record of information you learned in your advising appointment.</li> <li>• Complete any necessary follow-up steps (paperwork, appointments, etc.)</li> <li>• Send follow-up questions via email.</li> </ul>

## When should I talk to my adviser about...?

Topic	Ideal Timeline
Taking a <a href="#">Leave of Absence</a> or <a href="#">Withdrawing from the university</a>	<i>As soon as possible</i>
Academic difficulties or <a href="#">late course drops</a>	<i>As soon as possible</i>
<a href="#">Exploring majors</a> or change of major interest, minor interests	<i>Before scheduling for a future semester</i>
Courses to schedule for a future semester	<i>Early-Mid-semester before your registration date</i>
Internship, job shadowing, field experience, study abroad	<i>By the end of your first semester or beginning of your second semester</i>

## Advising Agenda: Fall Semester 2020

Week	Activity	Deadline*
1	For questions on last minute course adjustments, come into the advising center in 5 Henderson Building to make sure your courses are fulfilling degree requirements.	August 29 (11:59 pm) <b>Regular Drop Deadline,</b> August 30 (11:59 pm) <b>Regular Add Deadline</b>
2-12	Make an appointment, through <a href="#">Starfish</a> , with your adviser to discuss academic goals, explore majors and courses for spring semester. <b>Schedule early, appointment times fill close to enrollment.</b> Run a <a href="#">What-If Report</a> to view your <a href="#">Degree Audit</a> in LionPATH and look at <a href="#">Suggested Academic Plan on the Undergraduate Bulletin</a> . Come to the meeting with some suggestions of courses you want to take.	Typically early November, find enrollment date for fall semester on your <a href="#">LionPATH</a> home page.
6-8	Review your final exam schedule in LionPATH to determine final exam dates and times. If you have more than two exams scheduled for the same date, go to LionPATH and complete an <a href="#">Overload Conflict Exam Request Form</a> .	September 28- October 18 <b>Final Exam Conflict Filing Period</b>
12	Meet with an adviser before dropping a course to make sure you are not falling below full-time status and that you are meeting <a href="#">Satisfactory Academic Progress</a> for financial aid. After the Late Drop Deadline you will not be able to drop a course.	November 13 (11:59 pm) <b>Late Drop Deadline</b>
16	Meet with an adviser before withdrawing from all of your courses for the semester.	December 11 (5:00 pm) <b>Withdrawal Deadline</b>

## Advising Agenda: Spring Semester 2021

Week	Activity	Deadline*
1	For questions on last minute course adjustments, come into the advising center in 5 Henderson Building to make sure your courses are fulfilling degree requirements.	January 16 (11:59 pm) <b>Regular Drop Deadline,</b> January 17 (11:59 pm) <b>Regular Add Deadline</b>
2-4 and beyond	Make an appointment, through <a href="#">Starfish</a> , with your adviser to discuss summer courses, internships or jobs that further your academic goals.	Summer enrollment opens the first week of February for everyone. See your <a href="#">LionPATH</a> home page for date.
2-12	Make an appointment with your adviser to discuss academic goals, explore majors and courses for fall semester. <b>Schedule early, appointment times fill close to enrollment.</b> Run a <a href="#">What-If Report</a> to view your <a href="#">Degree Audit</a> in LionPATH and look at <a href="#">Suggested Academic Plan on the Undergraduate Bulletin</a> . Come to the meeting with some suggestions of courses you want to take.	Typically mid-April, find enrollment dates for each semester on your <a href="#">LionPATH</a> home page.
6-8	Review your final exam schedule in LionPATH to determine final exam dates and times. If you have more than two exams scheduled for the same date, go to LionPATH and complete an <a href="#">Overload Conflict Exam Request Form</a> .	February 15- March 7 <b>Final Exam Conflict Filing Period</b>
13	Meet with an adviser before dropping a course to make sure you are not falling below full-time status and that you are meeting <a href="#">Satisfactory Academic Progress</a> for financial aid. After the Late Drop Deadline you will not be able to drop a course.	April 9 (11:59 pm) <b>Late Drop Deadline</b>
16	Meet with an adviser before withdrawing from all of your courses for the semester.	April 30 (5:00 pm) <b>Withdrawal Deadline</b>

\*Keep track of deadlines with the university's [Academic Calendar](#)

## Resources

- [Penn State Learning](#)—Tutoring in math, statistics, writing, public speaking, World Languages, economics, chemistry and physics
- [Academic Support Services—Eberly College of Science](#)—Chemistry Resource Room, Physics Academic Resource Center, Astronomy Learning Center, Biology study space and TA office hours, Biochemistry and Molecular Biology student lounge
- [Tech Tutors](#)—Offer a personalized learning experience designed to help all Penn State students accomplish their goals using technology.
- [iStudy for Success](#)—Online learning tutorials for essential college skills
- [LinkedIn Learning](#)—Online training library
- [Career Services](#)—Major and career exploration
- [PreHealth Advising](#)—For students who wants to explore, prepare, and apply for training in a health profession career
- [Study Abroad](#)—Global Penn State
- [University Libraries](#)
- [Code of Conduct](#)—Familiarize yourself with the Code of Conduct and allow it to inform your everyday decision-making, both in and out of the classroom.
- [Academic Integrity](#)—A series of modules that provide a basic definition of academic integrity and explain practically how to avoid plagiarism, cheating, and other academic integrity violations
  - [HHD Policy on Academic Integrity](#)
- [Student Disability Resources](#)—Responsible for coordinating support services, reasonable academic accommodations, and promoting disability awareness in the university community
- [Counseling & Psychological Services](#) (CAPS)—Provides group and individual counseling, crisis intervention, and psychological and psychiatric evaluations for students as well as prevention and consultation services for the University community
- [Student Care & Advocacy](#)—A central location that coordinates efforts with campus partners to assist students who encounter challenges or concerns in achieving success at Penn State
- [Office of Diversity and Inclusion](#)—Promotes and enhances the diversity of the college's student body. Assists with recruitment and retention of students from racial/ethnic groups that are underrepresented in HHD majors and in the occupations that promote human health, development, and well-being.
- [Multicultural Resource Center](#) (MRC)—Provides individual counseling and educational services for multicultural students at University Park and assists students in meeting the challenges associated with education and attaining a degree at Penn State
- [Undergraduate Bulletin](#)—Penn State's resource for academic information and requirements
- [eLiving](#)—All things Housing
- [LionPATH](#)—Penn State's student information system
  - [LionPATH Support | Student Help](#)
- [Starfish](#)—Facilitates communication among academic advisers, instructors, students, and others who are here to support student learning and provides students with a central location to connect to the people and services that can help them engage with their education.
  - [Starfish Tutorial](#)