

ACADEMIC ADVISING SYLLABUS

LOCATION AND HOURS

130 Usdan East
Monday to Friday 9 a.m. to 5 p.m.

TYPES OF APPOINTMENTS

- 20-minute appointments are booked online and available first-come, first-serve. These are intended for quick questions or concerns students may have.
- 30-minute appointments are scheduled up to three weeks in advance. These appointments are intended for more in-depth questions and concerns students may have.

HOW TO SCHEDULE AN APPOINTMENT

- Call: 781-736-3470
- Email: acserv@brandeis.edu
- [You Can Book Me](#)
- [Advising Drop-in Calendar](#)
- [Book with a Roosevelt Fellow](#)

WEBSITE



brandeis.edu/academic-services/advising

ACADEMIC ADVISING MISSION STATEMENT

Academic Advising at Brandeis is an intentional, collaborative and ongoing partnership between a student and advisor. Advisors value the unique backgrounds, identities, and lived experiences that Brandeis students bring to the advising relationship and to their individual academic paths. Advising is dedicated to educating and empowering all undergraduates by providing holistic support, guidance and resources to enable students to make informed decisions about their educational, personal and career goals.

PURPOSE OF AN ADVISING SYLLABUS

Advising is a process of learning, exploration and growth. This syllabus is designed to outline the role of academic advising as an important part of your undergraduate experience. It includes intended learning outcomes and expectations for student and advisor, similar to those found in academic courses.

We encourage you to refer to this document before every advising session to assist you in making the most of each meeting.

EXPECTED OUTCOMES OF ADVISING

As a result of engaging with advising, you will be able to:

- utilize advising resources to navigate academic life at Brandeis.
- articulate the value of Brandeis' liberal arts curriculum.
- select a balanced course schedule each term.
- reflect on your academic interests, strengths, challenges, and goals.
- research and declare a major.
- develop a plan of study that advances your academic and professional goals while allowing room for exploration.
- monitor your own progress toward your degree.
- seek out opportunities for experiential learning (e.g., research, internships, and study abroad) in line with your academic, career, and personal goals.
- identify how to apply personal strengths and access appropriate resources when academic challenges occur.
- make thoughtful and informed academic decisions by gathering information, assessing alternatives, examining consequences, and implementing plans.

EXPECTATIONS OF ADVISEE

Your advisor expects you to:

- use resources (bulletin, web, emails, newsletters) to find answers to questions you may have.
- arrive to advising meetings prepared with questions, topics, or concerns related to your goals, educational plans, academic progress and performance.
- be present and engaged in the advising process.
- inform your advisor if you will be late or absent for your advising meeting and reschedule if appropriate.
- accept responsibility for your own actions and the impact they have on your academic and personal success.
- reach out to faculty and staff for assistance and support when you need it.
- reach out to your advisor proactively.
- be responsive to outreach from advisors.
- communicate respectfully (in-person, email, zoom, etc.) when working with staff and faculty.
- establish a support system (family, peers, faculty, etc.) that will provide you with the resources you need to be successful.
- take ownership of your academic journey; this is *your* college experience!

EXPECTATIONS OF ADVISOR

You can expect your advisor to:

- guide you through the course selection process.
- empower you to take initiative for your own academic planning to achieve your academic and personal goals and degree completion.
- provide appropriate referrals for resources outside of advising.
- stay current with academic policies, degree requirements, and procedures.
- model professional communication and help you to work on appropriate communication skills.
- provide a safe, supportive, and non-judgmental space/environment for you to discuss questions, concerns, thoughts, and academic plans.
- offer support in helping you develop decision-making skills.
- be available to answer your questions through scheduled meetings, phone calls, or emails.
- respond within a timely manner between the hours of 9am-5pm Monday through Friday. (*During high-volume times of the semester, response time may vary.*)
- collaborate with you to discuss and develop clear and realistic goals and academic plans.
- maintain privacy* related to your personal and academic information.
- understand that challenges happen and that your success depends on your personal health and wellbeing.

*Exceptions for discrimination, harassment, sexual misconduct, and potential harm to self and others. For a list of confidential resources, see the Office of Equal Opportunity and Brandeis Counseling Center webpages.

WHEN TO MEET WITH AN ADVISOR?

Academic exploration and planning

- Major/minor selection
- Course planning
- Graduation requirements
- Academic opportunities
- Academic interests
- University policies

Academic support

- Study skills
- Dealing with setbacks
- Identifying and using resources

Personal Growth

- Goal setting
- Self care
- Identifying strengths

General Questions or Concerns

WHEN TO MEET WITH A ROOSEVELT FELLOW?

Roosevelt Fellows are upperclass peer academic advisors that serve all undergraduates. You can meet with a Roosevelt Fellow to:

- assist you with course planning
- gain student perspective on academic questions
- have informal conversations about your experience
- discuss your academic and social adjustments
- review academic policies and degree requirements

USEFUL RESOURCES

- [Academic Calendar](#)
- [Academic Fellowships](#)
- [Brandeis Counseling Center](#)
- [Schedule of Classes](#)
- [University Bulletin](#)
- [Undergraduate Research and Creative Collaborations](#)

[Academic Services Resources](#)

- [Student Accessibility Support](#)
- [BUGS Tutors](#)
- [Roosevelt Fellows](#)
- [Myra Kraft Transitional Year Program](#)
- [Pre-Health Advising](#)
- [Student Support Services Program](#)