Academic Advising Syllabus
The Honors College
Virginia Commonwealth University
2015-16

Office: 701 W. Grace St., Box 843010, Richmond, VA 23284-3010
Phone: 804.828.1803
Hours: Appointments will be scheduled Monday-Friday, 9:00 am – 4:00 pm.

Academic Advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting.
-National Academic Advising Association

Description
Honors-specific advising is an important benefit of membership in The Honors College. Honors students are required to meet with an honors advisor once a semester during their freshman year and are strongly encouraged to continue this habit as upperclassmen. Honors advisors are a valuable resources in terms of helping students stay on track with honors requirements and in serving as a liaison to departmental advisors. Ultimately, however, you are responsible for knowing and meeting the requirements of Virginia Commonwealth University, your major and the Honors College.

Advisor assignments

Effective Fall 2015, advising assignment depends on your course of study and participation in the Guaranteed Admission Program. Assignments are as follows:

- **Mrs. Connolly**: all Guaranteed Admission students, regardless of major
- **Mrs. Crawford**: students majoring in the Social Sciences, the Humanities, Chemistry, and Health, Physical Education and Exercise, as well as students in the School of the Arts, School of Business, and School of Social Work
- **Mr. Ben Plache**: students majoring in the Natural Sciences (with the exception of Chemistry) and Nursing as well as students in the School of Engineering and School of Allied Health Professions

Required materials
Please bring something to take notes with to each advising appointment, along with the graduation worksheets for your major(s) and University Honors. In addition, a notebook or folder to keep all your advising materials in is highly recommended. Please bring this notebook to every advising appointment.

Preparation
Honors advising is a collaborative process. In order to make the most of your 30 minute advising appointment, please complete the following tasks carefully and thoroughly:

1. Look up the requirements for your major(s). Use the online Undergraduate Bulletin available at bulletin.vcu.edu. Bring the list of requirements, noting those you have not met, with you to advising.
2. Review Degree Works available through eServices to help you identify which courses you still need to take.

3. Make a list of general education requirements and/or VCU core that you have not yet met and bring that to advising. The information regarding which honors courses fulfill these requirements can be found in the Academics section of the Honors College’s website and will be visible in Degree Works upon completion.

4. The above information will help you generate a list of courses which you think is appropriate for the semester in question. Bring this list to advising.

5. If you don’t already have one, go to www.honors.vcu.edu to download and print the University Honors graduation worksheet appropriate for your semester of entry into the Honors College. Fill in all the honors credit you’ve earned to date and bring that worksheet with you.

6. Make a list of any questions you have for your advisor to bring with you.

7. Bring materials to take notes. Students are expected to take notes during their advising appointment, as your advisor’s notes stay in your file.

**Sign-up Procedures**

Students assigned to Mrs. Crawford and Mr. Plache can schedule appointments online though the myVCU portal or by going directly to go.vcu.edu/ucme. Here, you will also see information on walk-in hours for your advisor, if available. If you have an urgent advising concern, you may always email your advisor or call The Honors College to inquire about more immediate availability.

Each semester, The Honors College sets aside specific weeks for advising to help students plan the next semester’s schedule. This type of advising is referred to as “pre-registration advising.” Certain weeks are set aside specifically for pre-registration advising sign-up and this information is widely advertised through The Honors College Weekly Update, calendar, and blog, so students should consult these sources for specific details each semester. It is during pre-registration advising that freshmen and Guaranteed Admission students must come in for their mandatory advising appointments, although additional appointments outside of this period are always welcome.

Please note, students assigned to Mrs. Connolly will only use the myVCU portal to sign up for these pre-registration advising appointments. Outside of the weeks designated for pre-registration advising each semester, Mrs. Connolly’s advisees should make appointments by calling The Honors College at (804) 828-1803.

**Penalties**

Advising is mandatory for freshmen and all Guaranteed Admission Program students for both fall and spring semesters. Failure to sign up for an advising appointment during the designated pre-registration advising times will result in a hold on your account, which will not be lifted until you meet with your advisor. In addition, you will lose any first-day registration privileges you may have earned. The same penalties apply to all students, regardless of year, who fail to attend a scheduled advising appointment.
Resources
If you are struggling in a particular class or with a particular assignment, please call the Campus Learning Center (which includes Supplemental Instruction, tutoring, and the Writing Center) at 804.827.8108. The Campus Learning Center is located on the first floor of Hibbs Hall and their Writing Center is located on the fourth floor of the Academic Learning Commons.

GPA Calculator
Students who would like to explore what effect anticipated grades will have on their GPA should use the GPA calculator available in Degree Works. Instructions can be found here: http://rar.vcu.edu/media/sem/randr/docs/pdf/VCUDWGPACalculators%281%29.pdf

FERPA
Generally speaking, federal law prohibits advisors from discussing matters of student record with a third party. However, a students may sign a release that allows advisors to discuss these matters with a third party, such as a parent. In addition, parents who are able to demonstrate that they claim the student as a dependent can also request release of educational records (not including health records held solely by Student Health or University Counseling Services). More information can be found at http://rar.vcu.edu/registration/familyed.html

VCU E-mail Account
Electronic mail or "email" is considered an official method for communication at VCU because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. Please read the policy in its entirety: http://www.ts.vcu.edu/policies/webemail.html, and check your VCU e-mail account regularly.

Important Dates
* Please see the VCU Academic Calendar and www.honors.vcu.edu for a complete list of important dates.

Fall 2015
  o Last day to drop a fall full-semester course: August 26, 2015
  o Pre-registration advising sign-up: by Oct 21, 2015
  o Pre-registration advising appointments: September 10- October 23, 2015
  o First day of honors registration for the spring 2016 semester: October 26, 2015
  o Third day of honors registration for the spring 2016 semester: October 28, 2015
  o Dossiers due for spring 2016 honors graduates: by midnight, October 1, 2015
  o Last day to withdraw from a fall course: October 30, 2015

Spring 2016
  o Last day to drop a spring full-semester course: January 25, 2016
  o Pre-registration advising sign-up: TBD
  o Pre-registration advising (mandatory): TBD
  o Last day to withdraw from a spring course: March 25, 2016
  o Summer 2016 registration begins: Feb 16, 2016
  o First day of honors registration for the fall 2016 semester: March 29, 2016
  o Third day of honors registration for the fall 2016 semester: March 31, 2016