

Undergraduate Academic Advising Syllabus

School of Continuing and Professional Studies Academic Advising Mission Statement

Recognizing that the constant intersection of school, work, community and family can influence successful academic achievement, SCPS Academic Services provides each student with consistent, personalized academic advising and support. Students are guided to develop the foundation necessary to reach their academic, professional and personal goals.

University Responsibilities – Resources the University Will Provide

You can expect DePaul University to:

- Provide current, accurate information about degree requirements and university policies and procedures.
- Provide adequate staff and facilities to support the academic advising process.
- Provide training to help academic advisors and students work together effectively.
- Provide regular review of policies and procedures to continuously improve the academic advising process.
- Maintain official academic records including a transcript and degree progress report.

Advisor Responsibilities – What You Can Expect

You can expect your advisor to:

- Be accessible to meet with you for advising during available office hours, by phone, e-mail or via Zoom/Teams.
- Explain to you clearly and articulately the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide you in defining realistic educational and career goals and in developing a plan for achieving them.
- Maintain a record of academic advising appointments.
- Assist you in developing appropriate decision-making skills regarding your academic plan so that you can assume full responsibility for your educational plans and achievements.
- Refer you to other DePaul offices and on-line resources for help with specific issues (for example, the Career Center, Center for Students with Disabilities, Student Financial Aid, The Writing Center, University Counseling, etc.).
- Offer strategies for working closely with your professors in classes based on delivery modality (e.g., asynchronous, synchronous).
- Talk with you about the purposes and goals of pursuing a degree through SCPS and its effects on your life and personal goals.
- Listen to your concerns and maintain confidentiality.
- Be an active member in the National Academic Advising Association (NACADA).

Student Responsibilities – How to Prepare for Academic Advising

As an advisee, you have clear responsibilities in the academic advising partnership in order to be successful as a student:

- Maintain regular contact with your advisor. You may meet in-person, communicate via email/phone or engage on Zoom/Teams in whatever combination makes the most sense for you.
- Be prepared for each academic advising appointment or encounter with questions or topics to discuss. Review your academic records before the appointment. During phone or remote appointments, students are expected to have easy access to a computer.
- Provide honest and accurate information regarding your interests, abilities, values and goals.
- Gather and review all relevant information for any decision you need to make or action you need to take and contact your advisor in advance to discuss it. Contact your advisor before making major schedule changes—this is very important if you are changing your schedule after classes have started.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations.
- Familiarize yourself with important university and SCPS documents available on-line. Give special attention to the [DePaul University Undergraduate Student Handbook](#).
- Accept responsibility for your decisions. Doing so will require you to know and abide by all University deadlines regarding course enrollment and withdrawal, and to think through the financial and time-related consequences of your decisions. Ask your advisor for assistance in making these decisions.
- Keep a personal record of your progress toward meeting your goals, and organize official documents for future reference.
- Set up and regularly check your [DePaul email account](#). This is the primary way University personnel, including your advisor, will communicate with you.

Expected Student Learning Outcomes for the Academic Advising Experience

Students who successfully engage in the academic advising process at SCPS will be able to:

- Make strategic decisions connecting your academic and long-term goals.
- Develop a plan for successfully selecting courses each term that satisfy necessary degree requirements and effectively advance you toward degree completion.
- Articulate and cultivate an appreciation for the meaning and value of your academic program.
- Use the resources and services offered by DePaul University and SCPS to assist you in achieving your academic, personal and career goals.

Family Educational Rights and Privacy Act (FERPA)

DePaul University complies with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). Students are afforded the following rights in accordance with this act:

- The right to inspect education records.
- The right to request amendment of education records.
- The right to consent to disclosures.
- The right to file a complaint under privacy settings.
- Designation of directory information.
- Student rights to prevent disclosure of directory information.

Student Records

- Official transcripts and Enrollment Verifications can be ordered through the [Office of the University Registrar](#).
- Degree progress tracking is managed by the student's home college. You should consult with your advisor to receive updates on your progress toward graduation.

Student Access and Advocacy

DePaul University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodation needs. You may be referred to the [Center for Students with Disabilities \(CSD\)](#). Staff members in CSD are fully trained to respond to your needs and provide a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the DePaul campus. Through active involvement with all areas of the University, CSD is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

Additional Important Websites

[SCPS Webpage](#)

[SCPS Academic Programs](#)

[Courses and Syllabi](#)

[Student Resources](#)

[DePaul Academic Calendar](#)

[The Learning Center](#) (Help videos and documents)

[DePaul Central](#) – Combined services for Student Records, Financial Aid and Student Accounts

[DePaul Student Success](#)