Academic Advising Syllabus
The Honors College
Virginia Commonwealth University
2014-2015

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 resource 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 2012, advising assignment depends on your year and on your major. All students in their freshman year (except Guaranteed Admission students) and all students who are undeclared will see Ms. Mary Denney for advising.

All upperclassmen are assigned to an honors advisor based on academic field or major. Because departmental and major requirements change frequently, upperclassmen are expected to see their departmental advisor (i.e., in their major) once a semester to ensure that they are on track with their major/departmental requirements. Honors advising appointments should therefore be focused on the following:

- Honors requirements
- Honors course selection and opportunities to earn honors credit
- Involvement in The Honors College
- Personal and professional development

Effective Fall 2012, advising assignments for upperclassmen are as follows.

- **Dr. Chandler**: all Guaranteed Admission students, regardless of major and year
- **Mrs. Connolly**: Students who are majoring in Biology; Students majoring in Nursing;
- **Dr. Smith-Mason**: Students who are majoring in the Social Sciences; Students who are majoring in the Natural Sciences; with the exception of Biology. Students in the School of Allied Health Professions; Students majoring in the Humanities.
- **Ms. Homer**: Students in the School of the Arts; Students in the School of Engineering; Students in the School of Social Work; Students in the School of Business.
**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 [www.pubapps.vcu.edu/bulletins/](http://www.pubapps.vcu.edu/bulletins/). Bring the list of requirements, noting those you have not met, with you to advising.
2. 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.
3. 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.
4. If you don’t already have one, go to [www.honors.vcu.edu](http://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.
5. Make a list of any questions you have for your advisor to bring with you.
6. Bring paper and pen. Students are expected to take notes during their advising appointment, as your advisor’s notes stay in your file.

**Sign-up Procedures**
*Pre-registration advising*: Each semester, The Honors College sets aside specific weeks for pre-registration advising to discuss the upcoming semester. Certain weeks are also set aside specifically for pre-registration advising *sign-up*. Students should sign up online for these appointments through the advising portal at [http://my.vcu.edu/](http://my.vcu.edu/) unless notified otherwise by their advisor. This information is widely advertised through The Honors College Weekly Update, calendar and blog, so please consult these sources for specific details each semester.

Outside of the weeks designated for pre-registration advising, students can sign up for an appointment by calling 804.828.1803.

**Penalties**
*Freshman advising* is mandatory for both fall and spring semesters. Failure to sign up for an advising appointment during the designated 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.

**Learning 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.

**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](http://www.ts.vcu.edu/policies/webemail.html), and check your VCU e-mail account regularly.

**Important Dates**

* Please see the [VCU Academic Calendar](http://www.vcu.edu/calendar/) and [www.honors.vcu.edu](http://www.honors.vcu.edu) for a complete list of important dates.

**Fall 2014**

- Last day to drop a fall full-semester course: **August 27, 2014**
- Pre-registration advising sign-up: **September 8- October 17, 2014**
- Freshman pre-registration advising appointments (mandatory): **September 11-October 24, 2014**
- Upperclassman and Guaranteed Admission student pre-registration advising: **September 15- October 24, 2014**
- First day of honors registration for the spring 2015 semester: **October 27, 2014**
- Third day of honors registration for the spring 2015 semester: **October 29, 2014**
- Dossiers due for spring 2015 honors graduates: by midnight, **October 1, 2014**
- Last day to withdraw from a fall course: **October 31, 2014**

**Spring 2015**

- Last day to drop a spring full-semester course: **January 18, 2015**
- Pre-registration advising sign-up begins: **TBD**
- Freshmen Pre-registration advising (mandatory): **TBD**
- Upperclassman and Guaranteed Admission student pre-registration advising: **TBD**
- Last day to withdraw from a spring course: **March 20, 2015**
- Summer 2014 registration begins: **March 23, 2015**
- First day of honors registration for the fall 2013 semester: **March 24, 2015**
- Third day of honors registration for the fall 2013 semester: **March 26, 2015**