

Advising Syllabus

I. Description & Responsibilities

A. Professional Advisor

1. Offer personalized advising for residential freshmen, sophomores, first semester transfer students, students in academic difficulty, Club Sport athletes, and NCAA student athletes. (NCAA seniors are encouraged to meet with faculty in their respective major.)
2. Effectively communicate Liberty policies, procedures, and graduation requirements.
3. Assist students in gaining decision-making skills and assuming responsibility for their education/career plans and achievements.
4. Assist students in reaching their spiritual, educational, and professional goals.
5. Assist students with finding the right major and career that best utilizes their passions and talents for the Lord.

B. Student

1. Take ownership of your Degree Completion Plan (DCP) by understanding the requirements and taking the courses needed to graduate (<https://www.liberty.edu/dcps>).
2. Be familiar with registration dates and register in a timely manner.
3. Come prepared and be on time to each appointment.
4. Be an active learner by participating fully in your meeting. Ask questions if you do not understand or have a specific concern.
5. Accept responsibility for decisions. Your advisor is there to help, not to decide for you.

II. Rationale

- A. Students who meet with their Professional Advisor have the opportunity to gain assistance in planning their education and career by learning skills needed for academic and career success. Students will also learn how to access the variety of resources and services available to them through Liberty's campus.

III. Materials & Resources

A. What to bring to a meeting

1. Pen & Paper
2. Prepared questions and a tentative schedule of future classes
3. Updated Degree Completion Plan with all classes completed so far

B. Websites & Tutorials

1. Class Registration Instructions - <http://www.liberty.edu/index.cfm?PID=23427>
2. Academic Success Center - <http://www.liberty.edu/index.cfm?pid=111>
3. Career Center - <http://www.liberty.edu/academics/general/career/index.cfm?PID=153>
4. Office of Disability Academic Support (ODAS) - <http://www.liberty.edu/index.cfm?PID=12863>
5. Student Counseling Services - <http://www.liberty.edu/index.cfm?PID=161>
6. Center for Writing and Languages - <http://www.liberty.edu/index.cfm?PID=11859>

IV. Outcomes

- A. After an appointment, the student will be knowledgeable about their Degree Completion Plan (DCP), and recommended resources to find more information if further help is needed. The student will be confident in the knowledge they have gained concerning specific aspects about their major and career.

V. Assignments

- A. Evaluate how your major will help you best glorify God with the passions/talents He has given to you. How can your major be used as a tool for more people to know the Lord intimately?
- B. Become familiar with the CASAS website and Liberty's website as a whole by researching your questions before asking for help.

VI. Appointments & Attendance

- A. You may schedule an appointment with your Professional Advisor here:
<http://www.liberty.edu/index.cfm?PID=12505>
- B. Make sure you are familiar with the Professional Advisor's location. All locations are at:
<http://www.liberty.edu/index.cfm?PID=23415> .
- C. If you cannot make the scheduled meeting, please cancel your appointment in LU Network as soon as possible.

VII. Liberty Way

- A. As students at Liberty University, you are required to abide by the Liberty Way (<http://www.liberty.edu/search/?q=liberty+way>). Just like any job in the future, there will be some sort of dress code you will need to follow. Please be respectful of Liberty University and your advisor by showing professionalism in both your attitude and dress when you come to your meeting.

VIII. Course Calendar

| | |
|--|---|
| 1 st week of classes (fall semester) | Add/Drop Week (Walk-in Appointments) *After the first week, appointments need to be scheduled with your advisor. |
| August - September | Respond to meeting requests from your Professional Advisor. Plan ahead so you're ready to register for next semester's classes. |
| October | Be aware of registration dates. Registration opens toward the end of October through early November. Become familiar with residential class withdrawal deadlines each semester. |
| November | Focus on your academic and career goals. Take advantage of the FOCUS2 test through the Career Center's website. |
| December | Review next semester's classes and your Degree Completion Plan Audit, once final grades post. Familiarize yourself with the Academic Calendar on the Registrar's website for next semester's deadlines and important dates (http://www.liberty.edu/registrar). Study hard and finish strong! |
| 1 st week of classes (spring semester) | Add/Drop Week (Walk-in Appointments) *After the first week, appointments need to be scheduled with your advisor. |
| January - February | Plan ahead. Meet with your Professional Advisor and register for next semester's classes (Freshmen & Sophomores). |
| March | Be aware of registration dates. Registration opens toward the end of March through early April. If you are taking classes over the summer, become familiar with the Transient Approval Form if taking classes out of state. |
| April | Become familiar with your course prerequisites when planning future classes. |
| May | Study hard and finish strong! |