



COLLEGE OF HEALTH AND SOCIAL SERVICES

Student Resource and Advising Center
Suite 326

ADVISING SYLLABUS

This Syllabus is designed to ease your transition to college and outline what is expected of you during your academic advising appointments for Pre-nursing and Community Health.

In addition we have outlined what information you can expect to get from the Advising Office throughout your education here at New Mexico State University. Please keep this document and refer to it before your advising appointments.

Additional academic information can be found online via your MyNMSU webpages.

"The Academic Advising mission at New Mexico State University is to assist students to become self directed learners by teaching them to develop educational plans directed toward their academic, career and personal aspirations."

"The mission of the College of Health and Social Services is to provide academic programs that prepare professionals to address issues directly affecting the quality of life in a rapidly changing society."

"The mission of New Mexico State University is to serve the people of New Mexico through education, research, extension education, and public service, with special emphasis on preserving the state's multi-cultural heritage, protecting its environment, and fostering its economic development in an interdependent world. New Mexico State University is an equal opportunity institution welcoming all within our community, regardless of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status."

Objective of Academic Advising

- To facilitate your ability to meet degree requirements and make informed decisions about your academic future.
- To support your efforts in reaching your academic degree or objectives.
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
- To promote your involvement in off-campus, experiential learning (i.e., volunteer services and field experiences) to help you explore and clarify your career options.
- To help you “connect” your college experiences with your plans and goals for life after college.
- To assist you in finding the campus professionals in Student Support Services who can best help you succeed academically and personally.

Advising is a two-way street. To get the most out of the academic advising experience, you should know what is expected from you and what you can expect from your advisor.

Our role as Advisors:	Your role as Advisees:
<p>Listen to and understand your concerns and questions and maintain confidentiality.</p> <p>Correctly interpret degree and major requirements and assist you in monitoring your degree progress.</p> <p>Provide guidance in your choice of classes and your degree plan.</p> <p>If you are “undecided” about a major, or career, then we will help you identify your options and refer you to Support Services to help you “match” your personal interests, values and abilities to your choices.</p> <p>Explain registration procedures, drop and add procedures, general education requirements, GPA requirements, write recommendations for you, and suggest options if you are having difficulties in a course.</p>	<p>Know the degree requirements of the university, your college, and your major.</p> <p>Be familiar with the university academic regulations as listed in the Undergraduate Catalog and the Student Handbook.</p> <p>Consult with your advisor each term regarding your degree plan.</p> <p>Keep track of your own progress toward the degree and notify the advising office on any discrepancy noted between our records and yours.</p> <p>Be familiar with the academic calendar for such information as drop-add deadlines, registration dates, application to major deadlines, etc.</p> <p>Follow University registrations procedures.</p>

Your responsibilities for each advising appointment:

1st Meeting with an Advisor (new student, before classes begin)

Student	Advisor
<ul style="list-style-type: none">○ Bring an outline of courses you are interested in taking, with backup choices.○ Bring a list of questions to ask your advisor.○ Make sure your computer password has been activated and you have logged in to the NMSU system (see admission letter for your Banner ID# or visit the computer help at 646-PETE.○ Bring your MPE, Advanced Placement, or CLEP scores.	<ul style="list-style-type: none">○ Provide & explain new student materials in admissions packet.○ Provide and explain relevant handouts regarding intended major○ Answer questions and make appropriate referrals.○ Build schedule with student, register online, and print schedule for book buying.○ Explain what happens next.

2nd and 3rd Meeting with an Advisor (typically both semesters of your first year)

Student	Advisor
<ul style="list-style-type: none">○ Know how to access “look up classes” on MyNMSU.○ Check your midterm grades with your instructors.○ Bring any questions concerning your major.	<ul style="list-style-type: none">○ Answer questions pertaining to MyNMSU.○ Discuss your major and the courses you need to “stay on track.”○ Assist with registering online if needed.○ Check on how transition to college is going.

3/4th Meeting with an Advisor (typically both semesters of your 2nd year and beyond)

Student	Advisor
<ul style="list-style-type: none">○ Bring your STAR (Degree Audit) with you.○ Have your upcoming semester course schedule completed to review with an advisor.○ Check your midterm grades with your instructors.○ Bring any questions concerning your major.○ Bring any questions you have regarding graduation.	<ul style="list-style-type: none">○ Explain how to interpret STAR.○ Answer questions pertaining to MyNMSU○ Discuss your major and the courses you need to “stay on track.”○ Assist with registering online if needed.○ Check on how transition to college is going.○ Discuss application process to major if applicable○ Explain graduation procedures.○ Refer to Career Services for enhanced job search.