



LOYOLA
UNIVERSITY MARYLAND

Guidelines for
ACADEMIC ADVISING
at Loyola University Maryland



Prepare.

Proceed.

Succeed!

The Loyola University advising system is designed to provide students with guidance and mentoring as they plan their curriculum, choose a major field of study, and prepare for their professional lives.

Building a good advising relationship requires commitment from both faculty advisors and students. To this end, the academic department chairs of Loyola University, in conjunction with the student advisory boards of the Dean of the College of Arts and Sciences, the Dean of The Sellinger School, and the Dean of First-Year Students & Academic Services, created the following set of guidelines to help advisors and advisees work together effectively to plan the best possible degree program for each student.

STUDENTS

Ultimately, you are responsible for your education and progress toward your degree at Loyola University Maryland. It is essential that you take the initiative to establish a relationship with your advisor in order to meet your academic goals at Loyola. Following the guidelines listed below will help you make the most of your advising sessions.

Prepare. Before the advising session:

- ... Check your GroupWise e-mail account regularly. Most official correspondence will be sent to this address.
- ... Make and keep appointments in a timely fashion and notify your advisor when you are unable to keep a scheduled appointment.
- ... Familiarize yourself with your core, major, and minor requirements as they are laid out in the College Catalogue for your class year.
- ... Study your degree audit and contact the Academic Advising Support Center (A.A.S.C.) to resolve any questions you may have prior to your registration appointments.
- ... Research answers to questions on your own and come to your advising sessions as prepared and informed as possible.
- ... Contact the International Programs Office if you plan to study abroad, and make sure you plan far enough ahead so that you can go abroad without compromising your Loyola education.
- ... Visit the Career Center if you need help exploring career possibilities.

Proceed. During the advising session:

- ... Come to your advising sessions prepared to discuss your curricular needs.
- ... Bring a draft schedule to discuss with your advisor.
- ... Do not expect your advisor to plan your schedule.
- ... Be open to “tough” advice, carefully consider advice given, and question your advisor when you do not understand a decision or recommendation.
- ... If your advisor is unable to answer your questions, take the initiative to contact the department chair or chief departmental advisor, the International Programs Office, or A.A.S.C. for additional assistance.
- ... Show respect for your advisor.

Succeed! After the advising session:

- ... Register online for your courses according to the guidelines sent to you by the Records Office.
- ... Contact your advisor whenever you have questions about or difficulties with current courses or when you are planning for future semesters.
- ... Contact the Dean of First-Year Students & Academic Services if things are not working out with your advisor.
- ... Take responsibility for making your own informed academic decisions.

FACULTY

Next to teaching, advising is one of the most important responsibilities you have to your students. Following the guidelines listed below will enable you to help students attain success in their academic careers at Loyola:

Prepare. Before the advising session:

- ... Contact your first-year advisees and initiate the first appointment, thus helping them feel comfortable seeking academic advice in the future.
- ... Post and keep office hours. Be available to your advisees during registration periods.
- ... Review the core, major, and minor requirements for each of your advisees.
- ... Review your advisees' records, including their degree audits, prior to advising appointments.
- ... Be familiar with policies in the College Catalogue as well as advising process and procedures in the Advising Handbook (e.g., overrides, sixth course signatures, internship approvals, etc.).
- ... Discuss study abroad options early in your students' academic careers.

Proceed. During the advising session:

- ... Help your advisees explore the core and possible majors.
- ... Review degree audits with your students.
- ... Advise, but do not make decisions for your advisees.
- ... Be prepared to give "tough" advice in a considerate and constructive manner.
- ... Consult with the chief advisors in other departments when your advisees have major-related questions you cannot answer. Refer your students to other offices and faculty when necessary and offer to contact referrals when appropriate (e.g., Counseling Center, Disabilities Support Services, A.A.S.C.).
- ... Show an interest in the whole person, respecting students and their goals.

Succeed! After the advising session:

- ... Use WebAdvisor to give your advisees permission to register.
- ... Be available and responsive to your advisees throughout the academic year, and not just prior to registration.
- ... Contact the Dean of First-Year Students & Academic Services if things are not working out with an advisee.
- ... Honor each advisee's confidentiality.

Questions? Please contact: The office of Dean of First-Year Students & Academic Services
410-617-5547, Maryland Hall 145

LOYOLA UNIVERSITY MARYLAND
4501 NORTH CHARLES STREET
BALTIMORE, MD 21210-2699