



Saint Xavier
UNIVERSITY

ACADEMIC ADVISING SYLLABUS

A GUIDE TO ACADEMIC ADVISING AT SAINT XAVIER UNIVERSITY

SXU.EDU | KEYWORDS: ACADEMIC ADVISING

Last Updated July 2024

ACADEMIC ADVISING SYLLABUS



THIS SYLLABUS DEFINES THE MINIMUM EXPECTATIONS OF STUDENTS AND ADVISORS IN THE ADVISING PROCESS.

Academic Advising Mission Statement:

At Saint Xavier University, academic advising is a pivotal component of the educational experience, used to empower students to think critically and to explore and identify academic and career interests. Through guidance and mentorship, advising encourages academic excellence and accountability and helps students to realize their full potential.

Academic Advising Philosophy:

Academic advising is a shared responsibility between student and advisor. Advisors work to inspire students by building relationships, empowering self-awareness and reflection, connecting students with appropriate resources, fostering personal development, and supporting various college-to-career pathways. Although advisors provide guidance and recommendations, students are ultimately responsible for making academic decisions and satisfying degree requirements.

Who are Academic Advisors?

Academic advisors are crucial in guiding and supporting students throughout their educational journey. Academic advisors serve as:

- Educators
- Advocates
- Mentors
- Experts
- Career Guides
- Resource-People

**THE ADVISING PROCESS IS A PARTNERSHIP
AND SHARED RESPONSIBILITY BETWEEN
STUDENT AND ADVISOR.**

Student Learning Outcomes:

By engaging in the academic advising process at Saint Xavier University, students will be able to:

- Recognize the value of general education as it relates to real-world skill development.
- Self-advocate and seek appropriate academic and support resources as needed.
- Demonstrate understanding of advising technologies, including the student planning system.
- Articulate academic and career goals, including the steps required to achieve them.

ADVISING EXPECTATIONS

Advisor Expectations:

Advisors are champions of student success and should aim to build meaningful relationships with students to guide them along their academic and career pathways. As part of their role, advisors should:

- Maintain regular contact with advisees by conducting check-ins to identify barriers and see how they are socially, emotionally, and academically.
- Develop meaningful relationships with students by learning their interests, skills, and values to help them connect career aspirations with curricular interests and program requirements.
- Stay current on institutional rules, policies, general education requirements, program requirements, advising best practices, and relevant technology, e.g., Student Planning, Navigate, SXU Portal, and Canvas.
- Ensure confidentiality and professionalism throughout the advising process and adhere to FERPA.
- Engage in available professional development opportunities and training.
- Assist students with course planning, program information, and degree requirements, and provide resources and information to help encourage and promote academic progress.
- Guide students in recognizing the significance of general education, specifically a liberal arts education, for holistic growth, critical thinking, and versatile career opportunities.
- Provide an interactive, collaborative, and encouraging environment based on mutual trust, respect, open communication, and shared responsibility.
- Make appropriate referrals when needed and collaborate with student support services to ensure that student's individual needs are identified and addressed.

Student Expectations:

Students are expected to actively participate in the advising process and take a proactive approach to achieving their academic and career goals. As part of the process, students should:

- Maintain regular contact with the advisor by scheduling and attending appointments and regularly checking email.
- Demonstrate openness by effectively communicating to the advisor any challenges that affect academic performance and goals.
- Understand the advising process as a shared responsibility between the academic advisor and advisee.
- Engage in career discussions with the advisor and share career interests, values, and skills to explore how these align with academic pursuits.
- Stay informed and current on academic requirements, program evaluation, and general education requirements.
- Recognize the value of a liberal arts education and general education as a foundation for personal and professional growth.
- Exhibit professionalism by consistently arriving on time for appointments, being prepared with necessary materials, and demonstrating respect for the advisor's time and expertise.
- Utilize available tools and resources and seek assistance when needed.

Advisor Contact Information:



FOUR-YEAR SUCCESS PLAN

First Year: Explore Interests

- Download and log into [Navigate](#) and explore resources.
- Meet with your academic advisor.
- Learn Student Planning to register for classes.
- Explore potential majors using virtual career resources.
- Develop effective study habits and time management skills.
- Learn about resources and services available on campus.
- Take the Focus 2 assessment and learn more about your skills, interests, and values.
- Meet with a member of the Center for Learning and Student Support.
- [Get involved](#) on campus and join student organizations.
- Attend the [College-to-Career Expo](#) for part-time jobs.
- Log into [Handshake](#) and complete your profile.
- Schedule an appointment with a career advisor.

Second Year: Choose a Path

- Declare a major if undecided.
- Conduct an informational interview with individuals in your major to learn more about your field and industry.
- Develop a resume and have it reviewed by a career advisor.
- Connect interests, strengths, and skills with academic and career aspirations.
- Identify academic needs within your major and schedule a tutoring appointment.
- Apply for internships and [micro-internships](#) or volunteer.
- Attend career development events and workshops.
- Discover leadership opportunities on campus.
- Make connections with faculty in your major.
- Practice your elevator pitch at the [College-to-Career Expo](#).
- Create a [LinkedIn](#) profile and build your network.

Third Year: Enhance Professional Skills

- Explore how your [interests, strengths, and skills](#) apply to career options.
- Decide if graduate or professional school is necessary to reach your goals and begin researching and applying.
- Network with at least three individuals in your field of interest.
- Apply for internships and [micro-internships](#) or volunteer.
- Consider working for the Center for Learning and Student Support as a tutor within your major.
- Update your resume with new experiences and skills.
- Schedule a [mock interview appointment](#) for practice.
- Attend the College-to-Career Expo and career workshops.
- Connect with career development resources on campus.
- Clean up social media profiles and online presence.

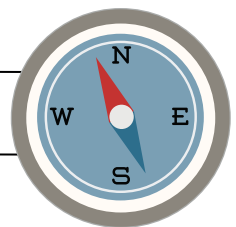
Fourth Year: Prepare for Next Steps

- Schedule an appointment with your academic advisor to wrap up any plans before graduation.
- Start your job search early (at least two semesters before graduating).
- Update your resume and write cover letters.
- Attend various job fairs and networking nights.
- Apply for internships and [micro-internships](#) or volunteer.
- See a writing consultant to assist with graduate school statements, capstone projects, and/or senior seminar papers.
- Identify professionals in your network who would be willing to serve as references or write letters of recommendation.
- Use [Handshake](#) to apply for full-time positions.
- Explore virtual career resources for job searching.
- Finalize graduate school applications.
- Research companies of interest on [Glassdoor](#).
- Update your Handshake and [LinkedIn](#) profiles.

Summers

- Use your summers to pursue internships, micro-internships, volunteer opportunities, or pre-professional experiences related to your field of interest to expand your skill base.

Notes:



HELPFUL RESOURCES

Helpful Offices Around Campus

Campus Ministry

Mercy Ministry Center
773-298-3900
campusministry@sxu.edu

Center for Accessibility Resources

Warde Academic Center A-219
773-298-3956

Campus Safety

Campus Service Center CSC201
Non-Emergency: 773-298-3541
Emergency: 773-298-3911
publicsafety@sxu.edu

Career Development Center

Warde Academic Center A-209
773-298-3145
careerdevelopment@sxu.edu

Center for International Education

Warde Academic Center L-208
773-298-3780

Center for Learning and Student Support

Warde Academic Center L-110
773-298-5148
learningcenter@sxu.edu
studentsupport@sxu.edu

Counseling Center

Driehaus Center
773-298-4045
counselingcenter@sxu.edu

Dean of Students Office

Warde Academic Center L-103
773-298-3123
deanofstudents@sxu.edu

Financial Aid

Warde Academic Center A-216
773-298-3070
finaid@sxu.edu

Health Center

Driehaus Center
773-298-3712
healthcenter@sxu.edu

The Hub

Warde Academic Center L-121
773-298-HELP

Library

Warde Academic Center L-228
773-298-3352

Records and Registration

Warde Academic Center A-202
773-298-3501
registrar@sxu.edu

Student Accounts

Warde Academic Center A-227
773-298-3046
studentaccounts@sxu.edu

Student Advising Center

Warde Academic Center L-208
773-298-3131
studentadvising@sxu.edu

Student Life

Warde Academic Center L-103
773-298-3123

TRiO

Warde Academic Center L-111
773-298-3342
ssp@sxu.edu

Campus Resources

- [Campus Bookstore](#)
- [Glossary of Frequently Used Terms on Campus](#)
- [Handshake](#)
- [How Students Use Navigate](#)
- [Learning Center/Writing Studio](#)
- [MySXU](#)
- [SXU Website](#)
- [Undergraduate Catalog](#)

Exploring Majors, Careers, and Leadership at SXU:

- Explore [SXU Majors and Minors](#)
 - Visit our [Career and Major Exploration Website](#)
- Jobs and Career Exploration
 - [Explore Occupations](#)
 - [Federal Work Study Program](#)
 - [Search jobs on Handshake](#)
 - [Internship and Job Search Website](#)
 - [College to Career Expo](#)
 - [Micro-internships](#)
- Discover leadership opportunities on campus
 - [On-campus](#) leadership opportunities



HINT: STUDENTS CAN FIND THEIR ADVISOR AND SUCCESS TEAM BY LOGGING INTO THE NAVIGATE APP.