

# Advising Syllabus

The College of Arts and Sciences has designed this **Advising Syllabus** to help clarify your role as an advisee and the role your advisor will play in your UVM career.



## Advising Objectives:

*What outcomes will you achieve through regular interactions with your advisor?*

- ✓ **Know** your degree requirements and make informed decisions about your academic future.
- ✓ **Feel confident** utilizing tools like the Degree Audit, Schedule of Courses, Navigate, and MyUVM.
- ✓ **Feel empowered** to set and start working towards your goals.
- ✓ **Explore** opportunities for growth outside of the classroom through research, internships, and study abroad.
- ✓ **Connect** with resources across campus to support your holistic well-being.

<b>Student Responsibilities:</b> <i>What do advisors expect from you?</i>	<b>Advisor Responsibilities:</b> <i>What can you expect from your advisors?*</i>
<ol style="list-style-type: none"><li>1.) <b>Reach out</b> when you need help!</li><li>2.) <b>Read your emails</b></li><li>3.) <b>Attend</b> all scheduled appointments or cancel within a reasonable timeframe (24 hours' notice is preferred, but we know emergencies come up—just tell us if you can't make it, and we'll understand!)</li><li>4.) <b>Come prepared</b> with questions or concerns you wish to discuss, or with goals and successes you hope to share.</li><li>5.) <b>Take primary and increasing responsibility</b> for your educational path. Be open to advice and suggestions, but remember that ultimately this is your academic journey, and only you can bring your goals to fruition.</li><li>6.) <b>Be open and honest</b> about your UVM experience, so we can offer relevant advice and help you navigate challenges with the appropriate supports.</li></ol>	<ol style="list-style-type: none"><li>1.) <b>Regular communication</b> and reminders of who we are, how to contact us, and how to schedule appointments.</li><li>2.) <b>Availability</b> for both in person and remote appointments, and responses to emails within 2-3 days (note that response times will vary and may be longer during busy times like course registration).</li><li>3.) <b>Create</b> a non-judgmental and mutually respectful environment where you can show up as yourself.</li><li>4.) <b>Understand and clarify</b> degree requirements and college and university policies, or connect you with appropriate resources to have such questions answered.</li><li>5.) <b>Respect privacy</b> by following FERPA regulations.</li><li>6.) <b>Make referrals</b> to the appropriate support resources whenever we aren't the ones who can answer your questions.</li></ol>

*\*Some of these expectations, like email response time and frequency of communication, will vary from advisor to advisor. Allow at least one week for your advisor to respond before following up with them, and for any matters requiring immediate attention, email [CAS@uvm.edu](mailto:CAS@uvm.edu).*