

Drexel University College of Computing & Informatics (CCI)

Advising Syllabus

Office Location	Rush Building, Suite 306	Phone	Front Desk 215.895.2474
Hours	Walk In Advising Monday – Friday 10am – 11am & 2pm – 3pm	Website	http://drexel.edu/cci/resources/current-students/undergraduate/advising/

Statement of Intent:

This syllabus is designed to outline what is expected of you in the academic advising process during your time as a student at the College of Computing & Informatics (CCI) at Drexel University. Our advisors are here to help you. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of the advising relationship.

CCI Advising Mission Statement:

CCI academic advisors are dedicated to empowering students to navigate academic pathways towards success. By way of mutual collaboration — and across the University with its various resources and groups — we are committed to advocating, with integrity, on behalf of each student in support of their development as they strive to achieve both educational and personal goals.

CCI Advising Vision Statement:

We foster an environment where CCI academic advisors are enabled to support students who will become thoughtful, self-reliant, contributing citizens of the world.

Equality and Non-Discrimination Policy:

The University is committed to an environment of equal opportunity in education and employment and to proactively undertake initiatives and take actions to create such an environment. In the administration of its admissions policies, educational policies, employment policies, scholarship and loan programs, and all other University administered programs and activities; the University prohibits discrimination against individuals on the basis of: race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, genetic information, and any other characteristic prohibited by law (i.e., creed, marital status, citizenship status).

Moreover, Drexel does not tolerate unlawful harassment of any kind.

The Advising Relationship - Student and Advisor Expectations:

Expectations of Students	Expectations of Advisors
Demonstrate respect for others and self at all times	Advocate for student success and development
Adhere to the Drexel University Student Code of Conduct, University policies and procedures	Be knowledgeable about Drexel University and CCI policies and procedures
Take ownership of your academic plan and performance using a variety of resources and tools	Serve as a liaison for students with campus resources, faculty and professional staff
Communicate with your advisor and adhere to deadlines	Respond within two working days upon receipt of an email from your Drexel University account
Utilize campus resources (including your advisor), systems and planning tools	Maintain a courteous, respectful and supportive advising environment
Be prepared to collaborate with your advisor to set goals	Collaborate with students to generate solutions to challenges
Check your Drexel University email account regularly, manage your inbox and respond to actionable items	Empower students to create an academic plan in attainment of degree completion and academic goals
Allow for open and honest communication with CCI faculty and professional staff	Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)

Do I need a scheduled advising appointment or will walk-in advising or email meet my needs?:

Scheduled Appointment	Walk-In Advising	Email
<ul style="list-style-type: none"> • Generally a 30-minute allotted meeting time • More involved questions and detailed discussion, such as: <ul style="list-style-type: none"> ○ Academic Difficulty ○ Change of Major ○ Academic Plan and Goals ○ Leave of Absence ○ University Withdrawal 	<ul style="list-style-type: none"> • Generally a 15-minute allotted meeting time • As it is first-come, first-served, there may involve a wait • Common Examples: <ul style="list-style-type: none"> ○ Form Signatures ○ Policy Clarification 	<ul style="list-style-type: none"> • Clarification if you are unsure an appointment is necessary • Schedule an appointment • Plan of Study review request • Any other inquiries


Guidelines for contacting your advisor!

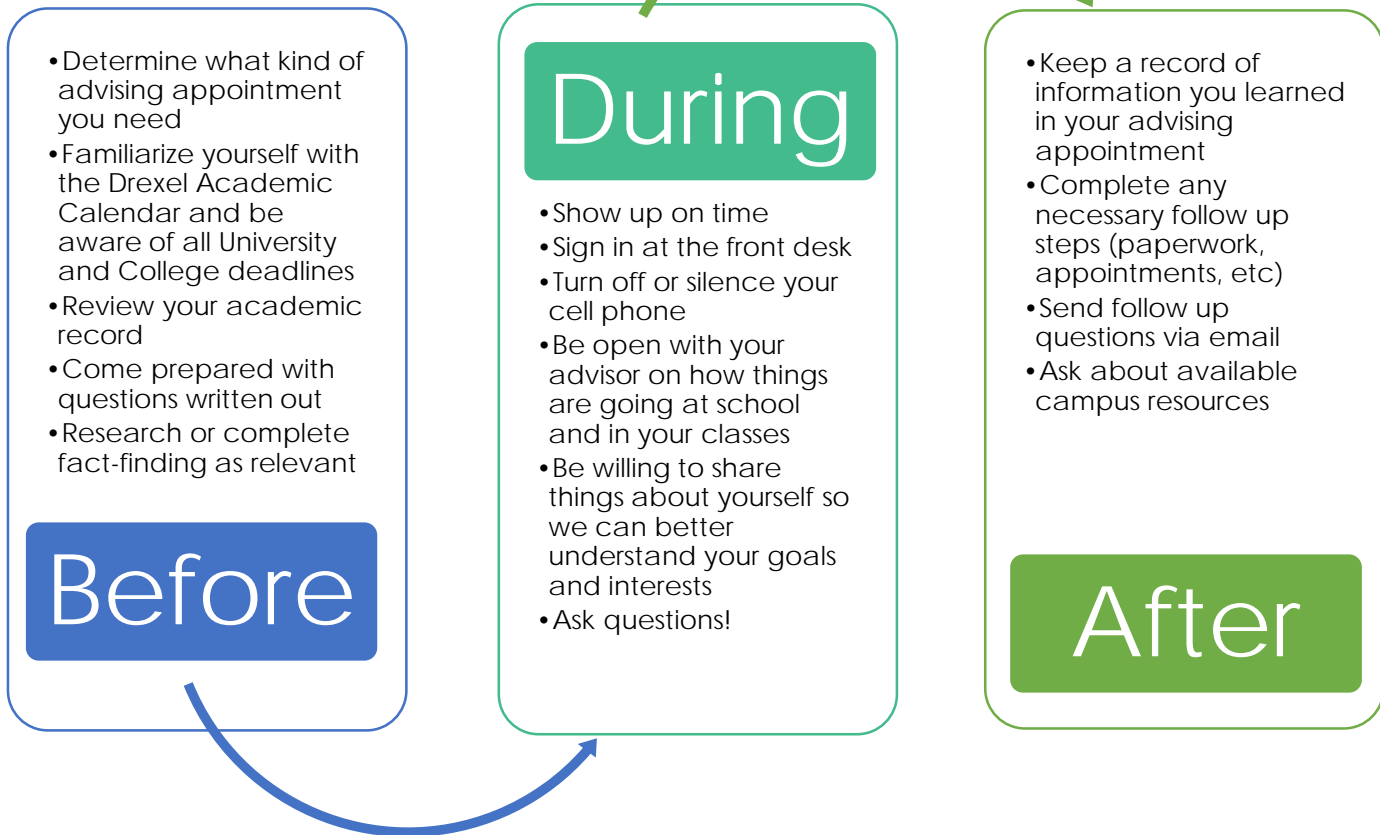
Please include:



- Student Name (First & Last) & Student ID
- Days & Times available
- Brief statement of issue/concern, reason for appointment or comments/questions
- Return phone number if a phone call is desired
- Other relevant information

Advising Appointment Tips

 Remember, advisors are your link across campus designed to facilitate your success!



When should I talk to my Advisor about ...?

Topic	Ideal Timeline
Taking a Leave of Absence or Withdrawing from the University	<i>As soon as possible but no later than week two of the current term</i>
Interest in the BS/MS Program or Study Abroad	<i>Ideally, between weeks three and four of the term</i>
Changing my Major or Adding a Minor/Concentration	<i>Ideally, between weeks three and four of the term prior to desired change</i>
Changing my Curriculum (Part Time, Full Time)	<i>Ideally, between weeks three and four of the term prior to desired change</i>
Requesting a Pre-Requisite Waiver or an Independent Study	<i>Ideally, during weeks five and six of the term while pre-registration advising is taking place</i>

Typical Annual Advising Cycle

For detailed University Calendars and Saturday Scholars Calendars, visit: <http://drexel.edu/drexelcentral/courses/calendars/>

September

- Welcome Week
- Fall Quarter Begins & Academic Standing Meetings

October

- Columbus Day Holiday (University Closed)

November

- Registration for Winter Quarter
- Thanksgiving Holiday (University Closed)

December

- Final Exams & End of Fall Quarter
- Winter Break (University Closed)

January

- Winter Quarter Begins & Academic Standing Meetings
- Martin Luther King, Jr. Day Holiday (University Closed)

February

- Registration for Spring Quarter

March

- Final Exams & End of Winter Quarter
- Spring Quarter Begins & Academic Standing Meetings

April

May

- Registration for Summer Quarter
- Memorial Day Holiday (University Closed)

June

- Final Exams & End of Spring Quarter
- Commencement
- Summer Quarter Begins & Academic Standing Meetings

July

- Independence Day Holiday (University Closed)

August

- Registration for Fall Quarter
- Final Exams & End of Summer Quarter

Typical Quarter Advising Cycle

For detailed University Calendars and Saturday Scholars Calendars, visit: <http://drexel.edu/drexelcentral/courses/calendars/>

Week One	<ul style="list-style-type: none">•Quarter Begins•Beginning of Add/Drop Period•Academic Standing Meetings
Week Two	<ul style="list-style-type: none">•Last Day to Secure a Closed Section Override (CSO)•End of Add/Drop Period•Last Day to Resolve Financial Holds•Last Day to Submit Change of Major, Minor or Leave of Absence for Current Term.
Week Three	
Week Four	<ul style="list-style-type: none">•Last Day to Apply for Graduation
Week Five	<ul style="list-style-type: none">•Pre-Registration Advising
Week Six	<ul style="list-style-type: none">•Registration Opens for Upcoming Quarter (Special Populations, Graduate Students & Upperclassmen)•Early Warning System Grades Released
Week Seven	<ul style="list-style-type: none">•Registration Continues for Upcoming Quarter (Underclassmen)•Independent Study Form Submission Deadline•Last Day to Withdraw
Week Eight	
Week Nine	
Week Ten	<ul style="list-style-type: none">•End of Quarter