

# Undeclared Freshmen Student Advising Syllabus



*Academic advising at George Mason University is an integral part of the educational process that enhances student learning and development by supporting, teaching, and connecting students to curricular and co-curricular experiences relevant to becoming an exemplary Mason Graduate: an engaged, reflective citizen and well-rounded scholar who is prepared to act.*

## **Undeclared Advising Information:**

The Center for Academic Advising, Retention, and Transitions will be your advising home until you have declared a major. At that point, you will be assigned an advisor in your major department. While you are undeclared, we will work together to make sure you are:

- Taking appropriate classes;
- Making progress in the major exploration process;
- Aware of important academic policies, procedures and deadlines;
- Making a successful transition to George Mason University;

Location: 3600 Student Union Building I (SUB I)

Phone: 703-993-2470

Email: [aatc1@gmu.edu](mailto:aatc1@gmu.edu)

Center for Academic Advising, Retention & Transitions Website: [advising.gmu.edu](http://advising.gmu.edu)

## **Scheduling an Appointment:**

Appointments with advisors are usually scheduled for one hour, except during registration when they are 30 minutes. Appointments are great opportunities to discuss major exploration, course registration, and much more. The preferred way to schedule an advising appointment is by calling 703-993-2470. If you are having difficulty getting through by phone, you may email me the best number to reach you to schedule an appointment. I will have the front desk call you to schedule an appointment. If you need to reschedule or cancel an appointment, please call 703-993-2470 at least two hours before the scheduled time. Please respect the advisors time as they will return the courtesy if they need to reschedule.

## **Prepare for your Advising Appointments:**

- Think Ahead. Write down the questions that you have and bring them with you.
- Do some research. Think about majors that you might be interested in and be prepared to talk about your interests and skills.
- If preparing for course registration, draft a list of courses that you are hoping to take and bring that with you.
- Bring a pen and paper and be prepared to take notes as needed.

## **Walk-In Advising:**

The Center for Academic Advising, Retention & Transitions offers walk-in times throughout the week. **Walk-in advising is meant for quick questions that can be answered in 15 minutes or less.** Walk-ins are first come, first serve. To guarantee being seen by an advisor, it is best to plan ahead and schedule an appointment. Walk-in hours can be found on <http://advising.gmu.edu/contact/>

## **Ask An Advisor Email & Live Chat:**



Current undeclared students may use "Ask An Advisor" to get answers to their general academic advising questions. Questions will be answered within one business day during office hours. During peak advising times students may be able to "Live Chat with an Advisor." If you have a specific question about your academic record, standing, or requirements, please contact us to schedule an appointment

## E-mail Communication Protocol:

Advisors are happy to answer quick questions via email. If your email requires extensive advising, the advisor may refer you to schedule an appointment to discuss your concerns in person. Due to privacy regulations, Advisors will communicate solely through your college-issued account. Keep in mind that e-mails to advisors are professional communications, so please include: first name, last name, and G-number. If you have a more immediate concern, please contact the Center for Academic Advising, Retention & Transitions at 703-993-2470, M-F from 9am-5pm.

## Advisor and Advisee Responsibilities:

The academic advising process is a two-way street and each person in the advising relationship has different roles. Please become acquainted with what you can expect from me, and what I will expect from you.

### Advisor Responsibilities:

- Support and engage you in the process of exploring, evaluating, and choosing your major.
- Assist you with an educational plan that is aligned with your academic goals.
- Be available to answer your questions through appointment, walk-in hours, email, and phone in a timely manner.
- Understand and effectively communicate Mason policies, deadlines, and degree requirements.
- Refer you to appropriate campus resources, organizations, and faculty/staff members as needed to facilitate academic performance and enhance your college experience.
- Create a respectful and supportive environment for students of all abilities, sexual orientations, genders, races, cultures, religions, and socio-economic statuses.

### Advisee Responsibilities:

- Schedule and attend advising appointments *at least* once a semester.
- Come to advising appointments *prepared* (see page 1) and *on time*.
- Be involved in the advising process by researching majors, minors, and courses you may want to take.
- Familiarize yourself with Mason policies, procedures and major options.
- Regularly check your GMU Email and *read the emails* that I send you. (I will only send you helpful and timely information)
- Review your academic progress every semester using the degree audit on Patriot Web.
- Take primary and increasing responsibility for making your own decisions and finding answers, utilizing campus resources.
- Ask questions and ask for clarification if you are not sure.
- Be aware of the important dates and deadlines for *each semester*.

<b>First day of classes;</b> last day to submit Domicile Reclassification Application; Payment Due Date	August 28
Labor Day, university closed	September 04, 2017
<b>Last day to add classes</b> —all individualized section forms due <b>Last day to drop with no tuition penalty</b>	September 5
<b>Last day to drop with a 33% tuition penalty</b>	Tuesday, September 19, 2017
<b>Final Drop Deadline (67% tuition penalty)</b>	September 29
<a href="#">Midterm progress reporting period (100-200 level classes)</a> —grades available via Patriot Web	September 25 – October 20
Selective Withdrawal Period (undergraduate students only)	October 2 – October 27
Columbus Day recess (Monday classes/labs meet Tuesday. Tuesday classes do not meet this week)	Monday, October 09, 2017
Thanksgiving recess	November 22 – 24
Last day of classes	December 9
<b>Reading Days:</b> Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	December 11 – 12
<b>Exam Period</b>	Wed December 13 – Wed December 20