



Advising Syllabus for Advisors

- Be knowledgeable about the Cornerstone Program and General Education requirements
- Be knowledgeable about the major requirements within your discipline
- Know how to utilize myAudit (located in myHill under the “faculty services” tab) and its various tools, such as the “What if” scenario for students interested in switching majors, doing a double major, or adding a minor
- Stay informed about college policy and procedures as outlined in the Hill Book
- Keep advisee informed of upcoming important advising dates
- Assist advisee with scheduling courses on a short-term and long-term basis
- Initiate conversation with the advisee with open-ended questions to help build a rapport between you and the student
- Help advisee identify his or her values and goals
- See if the students’ skills and interests meet the rigor of his or her intended major in order to anticipate and discuss challenges
- Do not hesitate to ask others; if you do not know the answer to something get back to the student after seeking out your other resources
- Act as a mentor for student to help them become more independent and self-directed
- Maintain regularly scheduled office hours, and communicate these hours to your advisee
- Be knowledgeable about other resources on campus to direct students to, such as *Academic Services and Advising, Career Services, the Center for Writing & Academic Achievement, Counseling Services, Disability Services, and Intercultural Affairs*