

# Advising Syllabus for Advisors

## Stonehill College

- Be knowledgeable about the Cornerstone Program and General Education requirements for all students.
  - View the Cornerstone Program and General Education requirements [here](#).
- Be knowledgeable about the major requirements within your discipline.
  - View programs of study [here](#).
- 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.
  - Log into myHill [here](#).
- Stay informed about college policy and procedures as outlined in the Hill Book.
  - View the Hill Book [here](#).
- Keep advisee informed of upcoming important advising dates.
  - View the academic calendar [here](#).
- Assist advisee with scheduling courses on a short-term and long-term basis.
  - View advising tips & worksheets [here](#).
- 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.
- Act as a mentor for the student to help him or her become more independent and self-directed.
- Maintain regularly scheduled office hours, and make sure to communicate these hours to your advisee.
- 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.
  - View other resources for academic support [here](#).