

**College of Social Sciences and Humanities
Office of Student Academic Affairs
Academic Advising Syllabus**

Office: 180 Renaissance Park
Appointments: (617) 373-3980
csshadvising@northeastern.edu

List of CSSH Academic Advisors:
<https://www.northeastern.edu/cssh/undergraduate/academic-advising/meet-our-staff>

Academic advising is an ongoing process that engages students in educational planning consistent with their academic strengths and personal and career goals. In the Office of Student Academic Affairs, this student-centered advising process involves an active partnership among students, academic advisors and faculty advisors.

CSSH Academic Advisor

Provides general guidance on academic matters and assists you in your progress towards graduation. A good place to start for any academic question.

Faculty Advising

Provides information about the content of your classes and your major. Advises and mentors students and functions as your main connection to your major.

Advisor Responsibilities

As your advisor, you can expect me to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Have regular times for walk-ins and appointments throughout the year
- Treat you with courtesy and respect, listening carefully to your questions and concerns.
- Encourage and guide you as you define and develop realistic academic goals.
- Provide you with information about and strategies for utilizing the available resources and services on campus, including your professors.
- Provide referral to tutoring and other academic support tools.
- Monitor and accurately document your progress toward meeting your academic goals.
- Assist you in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality as defined and required by the student handbook.

Advisee Responsibilities

In order to be a successful advisee, you should:

- Understand and monitor your academic progress via your degree audit (MyPAWS) several times during each semester, and contact your advisor with any questions or concerns raised by the audit.
- Make regular contact with your advisor every semester, and schedule appointments if you begin to experience academic difficulty.
- Know and understand the University's academic policies and procedures, deadlines, and your graduation requirements as outlined on your degree audit.
- Attend all scheduled appointments on time or call to cancel at least 24 hours in advance.

- Be an active learner by participating fully in the advising meetings, including asking questions, keeping notes, and bringing materials from previous advising sessions to each appointment.
- Follow-through with all requirements from your advisor.
- Take responsibility for your academic decisions.

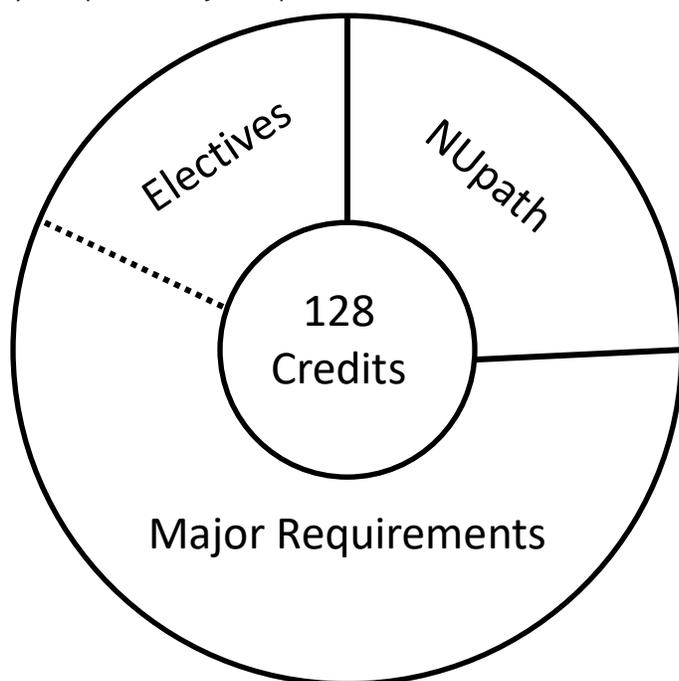
Remember: Advisors advise, but students decide!

We want our 1st year students to...

<u>Value</u>	Habits of Success: <i>independence, problem-solving, seeking and accepting feedback and help</i>	Integrity	Institutional and community engagement	Liberal Arts Education; Inquiry & Knowledge; Academic Rigor
<u>Know</u>	CSSH supports and helps them to succeed	Academic policies, procedures, deadlines, graduation requirements	How major/curriculum relates to career and personal goals	Their strengths, weaknesses, & passions
<u>Do</u>	Set and articulate realistic goals	Own the academic process: <i>check email, degree audit, academic calendar; contact faculty and advisor</i>	Identify and use campus resources	Participate in campus & community life

Your Curriculum

In order to graduate with a degree from Northeastern, you will need to complete NUpath requirements, your specific major requirements, and at least 128 credits.



NUpath: a specific set of requirements that all students will fulfill during their undergraduate career

Major Requirements: the unique courses you are required to take to graduate with your specific major

Electives: the remaining courses you may need to take in order to earn 128 credits

Your degree audit is a detailed list of NUpath requirements, your specific major requirements, and your earned credits (including AP/IB/GCE and/or transfer coursework). It will show which of the classes you have taken will fulfill which requirements, and what you can take to fulfill your remaining requirements. You can access your degree audit by logging into your myNortheastern account:

<https://my.northeastern.edu/>

Common Academic Terms

- **Degree Audit** – online tool that tracks your progression towards graduation, listing all completed and remaining requirements and courses that can fulfill these requirements. You may access a degree audit for any major, minor or pre-professional track offered at the university
 - **Graduation Clearance** – a document that you complete with your Academic Advisor during your junior or senior year which outlines all of your remaining graduation requirements
 - **Academic Probation** – a warning status that students receive when they fail to meet academic progression standards. See “Academic Progression Standards” in your advising syllabus for more information.
 - **Banner** – an online system, accessible through your myNortheastern portal, through which you can register for classes and view information about your academic status
 - **Bachelor of Arts (B.A.) and Bachelor of Science (B.S.)** – degree types that require different NUpath requirements, language requirements, and major requirements. Your major may be a B.A., B.S., or you may have the option of either. See your advisor for more information.
 - **Combined Major** – a hybrid major which incorporates components of two different departments into one program.
 - **Double Major** - attained by completing the distinct requirements for two different majors, along with the NUpath requirements and the required number of credits for the University requirements
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Academic Dates and Timelines

It is important to be aware of the University's academic deadlines so that you are not dropped from your classes, charged incorrectly, or otherwise negatively impacted. The Academic Calendars for each academic year can be found at: <http://www.northeastern.edu/registrar/calendars.html>

Important dates to be aware of each semester:

- "I Am Here" registration deadlines
- Last day to add a class
- Last day to drop a class without a "W" grade (Withdrawn)
- Last day to drop a class (with a "W"). After this date, students will receive a grade for the course
- Registration dates for the next semester

Additional timeline items:

- You must register for the **Co-op Class** at least one semester prior to going on co-op. <http://www.northeastern.edu/cssh/experiential-learning-2/cooperative-education/>
- Applications for **Dialogues of Civilization and Study Abroad** are generally due 6-8 months in advance of when you plan to go abroad. <http://www.northeastern.edu/geo>
- You must schedule an appointment to complete a **Graduation Clearance** during your junior or senior year; this is mandatory before you graduate. <https://www.northeastern.edu/cssh/undergraduate/academic-advising/faq>

Academic Progression Standards

In order to stay in good academic standing, students must:

- Keep their overall GPA at or above a 2.000 at all times
- Successfully complete 12 Semester Hours (SH) in the fall or spring semesters when registered. For a class to qualify as "successful" the student must receive a passing grade. Grades of I, IP, *, X, F, NE, U, or W do not count as having completed the course successfully.

If a student fails to meet either or both of these criteria during a fall or spring semester during which they are registered for classes, they will be placed on "Academic Probation" at the close of the semester. If a student remains on Academic Probation for two consecutive fall/spring semesters in which they are registered for classes, they will be dismissed from the University. **If you are in jeopardy of being put on Academic Probation or of being dismissed from the University, it is imperative that you meet with your academic advisor as early as possible.**

For more information: <http://www.northeastern.edu/cssh/undergraduate/academic-advising/acpro/>

Important Resources

- Office of Student Academic Affairs FAQ <https://www.northeastern.edu/cssh/undergraduate/academic-advising/faq>
- Registrar's Office <http://www.northeastern.edu/registrar/>
- Disability Resource Center <http://www.northeastern.edu/drc/>
- University Health and Counseling Services <https://www.northeastern.edu/uahcs/>
- Student Financial Services and Student Billing <http://www.northeastern.edu/financialaid/>
- Office of Career Development <https://www.northeastern.edu/careers/>
- Peer Tutoring Program <https://undergraduate.northeastern.edu/peer-tutoring/>
- Pre-Law Advising <https://www.northeastern.edu/careers/majors-careers/pre-law-advising/>
- PreHealth Advising <http://www.northeastern.edu/prehealth>