**College of Business**

**Undergraduate Advising and Student Services**

**Academic Advising Syllabus**

Northern Illinois University



**Your Advisor:** Meredith Eskoff (she/her/hers)

Email: [mgarren1@niu.edu](mailto:mgarren1@niu.edu)

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| **Office Location**: Barsema Hall Room 201 | **Phone**: 815-753-1325 |
| **Website:** [cob.niu.edu/advising](https://www.cob.niu.edu/advising/index.shtml) | **Hours**: 8 a.m. to 4:30 p.m. Monday through Friday |

**Get to Know Me**

I am an NIU double alumna. I received my undergraduate degree in political science, and minored in history and English. As a student I was involved in honor societies, sports clubs and worked in the health department. My second NIU degree is my master’s in instructional technology. I met my husband at NIU our freshman year in our COMS 100 course. He received both his undergraduate and master’s degrees in accountancy. He earned his CPA and currently works in Chicago doing taxes. I love everything sports and root for the Bears, Bulls and Cubs.

**Advising Philosophy**

To me, advising is the connection between advisor and advisee through developmental and appreciative advising. I make these connections by teaching, mentoring and relating to all my students through respect, humor and inclusion.



**Advising Resources**

**Undergraduate Catalog**

The official source of information regarding academic programs and policies at NIU.

[catalog.niu.edu](http://catalog.niu.edu/)

**COB Advising Handbook**

[cob.niu.edu/\_pdf/advising/cob-advising-handbook.pdf](https://www.cob.niu.edu/_pdf/advising/cob-advising-handbook.pdf)

**Major Four-year Degree Path**

[niu.edu/advising/your-advising-plan/degree-paths](https://www.niu.edu/advising/your-advising-plan/degree-paths/index.shtml)

**Articulation Handbook**

[niu.edu/admissions/path/transfer/credits](https://www.niu.edu/admissions/path/transfer/credits/)

**What is Academic Advising?**

* Advising is a developmental process.
* Advising fosters clarification of life/career goals.
* Advising assists in the development of educational plans.
* Advising is a decision-making process.
* Advising is an ongoing partnership.
* Advising is the shared responsibility of both you and your advisor.

**What are the Goals of Academic Advising?**

The College of Business provides professional academic advisors to assist you in meeting your undergraduate academic and career goals. The advisors work collaboratively with you to:

* Explore and strive for academic and career goals and aspirations.
* Develop an academic plan guiding you to degree completion.
* Effectively use campus resources.
* Complete necessary paperwork and logistical items necessary to degree progress.



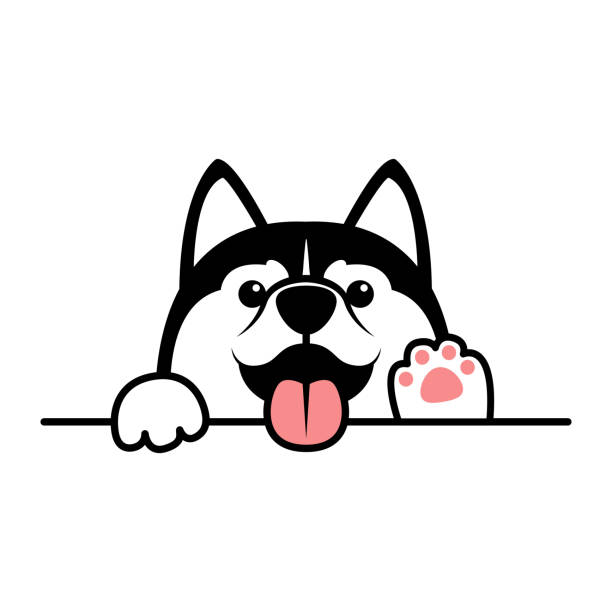
**Expectations**

**What you can expect from your advisor:**

* Assist you to understand university policies and procedures, general education requirements and program curriculums.
* Encourage and guide you in the process of defining, developing and attaining academic and career-related goals.
* Assist you in developing skills needed to create realistic and attainable educational plans.
* Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience.
* Foster a collaborative partnership between faculty, staff and students.
* Maintain confidentiality.
* Uphold obligation as a Title IX responsible employee.
* Be accessible to all students for questions and concerns.
* Encourage your ability to think critically, solve problems and make informed decisions about your future life plans.
* Promote ethical conduct.
* Monitor your progress.

**What advisors expect from you:**

* To be an active participant in your educational planning process.
* To strive for educational achievement to the highest attainable standard.
* Initiate and maintain regular contact with your advisor (minimally once per semester).
* Come prepared and on time for appointments.
* Be aware of and use the various campus resources, and follow through with referrals.
* Understand how to read and interpret your academic requirement report.
* Become knowledgeable about university policies, procedures and programs.
* Identify your academic and career-related goals.
* Be responsible for developing an educational plan.
* Ask questions.



**Appointment Preparation**

**How to schedule an appointment:**

* Please call 815-753-1325 or visit Barsema Hall 201 to schedule an appointment.
  + - While working remotely, still call the office and follow voicemail prompts. Someone will call you back to schedule your appointment.
* Also, there is an option of scheduling via a link sent directly from your advisor.
  + - Summer/fall schedule: Visit in March/April.
    - Spring schedule: Visit in October/November.
* Please email to ask whether any walk-in appointments are available.
* Reminder: Arrive promptly for meeting. If you are going to arrive late or cannot attend, please inform the office.

**Items to bring to advising appointments:**

* Current academic requirement report.
* Ideas for desired class schedule.
* Paper and pen/pencil for taking notes.
* List of questions/concerns.
* Any previous advising notes (program sheet, worksheet, etc.).

**Email Etiquette**

* Use NIU email only.
* Include a clear subject line.
* Include your full name and Z-ID.
* Do not be too casual with your advisor. Use proper English, proofread and spell-check.
* Allow 72 hours for responses, excluding weekends and holidays. (I promise I will get back to you.)

**Registration Information**

* Check “holds” and “to-dos.” When you log in to MyNIU, look for the “To-Do” task tile.
  + - If you have a “hold” or “to-do,” click on the box for more information on how to remove the hold.
    - Typical holds include: Past Due Accounts, TITLE IX.
* **You** must remove “hold” or “to-do” to register for classes.
* Check your register date and time, located in student center of MyNIU.

**Advising and University Communications**

* Check your NIU email regularly. This is the primary form of communication from the university.
* Check screens around Barsema Hall regularly for information.

**Advising Calendar**

**When to schedule advising appointments and when to register:**

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| --- | --- |
| **August:** Welcome back! | **January:** Welcome back! |
| **September:** Schedule spring advising appointment: 815-753-1325 or Barsema Hall, Room 201. | **February:** Schedule summer/fall advising appointment: 815-753-1325 or Barsema Hall, Room 201. |
| **October:** Meet with academic advisor. | **March:** Meet with academic advisor. |
| **November:** Register online for classes during your assigned date and time. | **April:** Register online for classes during your assigned date and time. |
| **December:** Grades are posted through MyNIU. | **May:** Grades are posted through MyNIU. |

**Schedule Change Process for 16 week courses (full semester)**

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| **Action** | **Dates Start with First Week of Semester** | **Steps** |
| Drop all courses | Prior to the first day of class | Self-service MyNIU |
| Add a course | Week 1 | Self-service MyNIU |
| Add a course | Week 2 | Contact department of course |
| Drop a course | Week 1 | Self-service MyNIU |
| Drop a course | Week 2 | Contact major college |
| Withdraw from a course | Week 3 – end of Week 10 | Contact major college |
| Withdraw from the university | Week 1 – end of Week 10  (without academic jeopardy) | Contact major college |

A course drop or semester withdrawal will be granted for undergraduates at the discretion and with the permission of your college advising office through Dec. 5 (when classes end).

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