



NORTHERN ILLINOIS UNIVERSITY
College of Business

UNDERGRADUATE ADVISING AND STUDENT SERVICES
ACADEMIC ADVISING SYLLABUS

Live it. Learn it. Do it.

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Website: <https://www.cob.niu.edu/advising/index.shtml>

RESOURCES

Undergraduate Catalog

<https://catalog.niu.edu/index.php>

COB Advising Handbook

<https://www.cob.niu.edu/pdf/advising/advising-handbook.pdf>

Major Four Year Degree Path

<https://www.advisingcenter.niu.edu/advising/your-advising-plan/degree-paths/2021-2022/business/index.shtml>

Articulation Handbook

<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 student and advisor.

WHAT ARE THE GOALS OF ACADEMIC ADVISING?

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

- Explore and strive for academic and career goals and aspirations;
- Develop an academic plan guiding them to degree completion;
- Effectively utilize campus resources;
- Complete necessary paperwork and logistical items necessary to degree progress.

EXPECTATIONS

What students can expect from their advisors:

- Assist students to understand university policies & procedures, general education requirements, and program curriculums.
- Encourage and guide students in the process of defining, developing, and attaining academic and career-related goals.
- Assist students 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 student progress.



What advisors expect from students:

- To be an active participant in their educational planning process.
- To strive for educational achievement to the highest attainable standard.
- Initiate and maintain regular contact with their advisor (minimally once per semester).
- Come prepared and on time for appointments.
- Be aware of and utilize the various campus resources and follow through with referrals.
- Become knowledgeable about university policies, procedures, and programs.
- Understand how to read and interpret their academic requirement report.
- Identify their academic and career-related goals.
- Be responsible for developing an educational plan.
- Provide your advisor with honest information regarding your interests and abilities.
- Understand that you are ultimately responsible for your educational plan and achievements and accept responsibility for your decision and actions (or inactions).
- Ask questions!

ADVISING APPOINTMENTS

Set up your appointment

Call 815-753-1325 to schedule an appointment.

Appointments are typically scheduled M-F between the hours of 8:30-4.

Monitor NIU emails for updates on scheduling information and procedures.

Arrive promptly. If you are going to arrive late or cannot attend, please inform the office as it may be necessary to reschedule.

At your appointment

Bring current Academic Requirement Report.

Bring ideas for desired class schedule.

Bring paper & pen/pencil for taking notes.

Bring a list of questions/concerns.

Bring any previous advising notes (program sheet, worksheet, etc.).

After your appointment

Review the notes you took during appointment as well as your advising worksheet.

Follow through on any next steps/recommendations discussed during appointment.

Email me with follow up questions.

Make another appointment if necessary!



ADVISING AND UNIVERSITY COMMUNICATIONS

- Check your NIU email regularly, this is the primary form of communication from the University.
- Check screens around the Barsema regularly for information.

EMAIL ETIQUETTE

- Use NIU Email only.
- Enter clear subject line.
- Include full name and Zid.
- Do not be too casual with Advisor, use proper English, proofread, and spell check.
- Allow 72 hours for response, excluding weekends and holidays.

Here is a sample email for contacting your academic advisor:

Dear Ms./Mr. Advisor,

My name is Victor E. Huskie and I am emailing you today as I lost the advising sheet you gave me from our appointment last week. Can you please email it to me?

Thank you.

Victor E. Huskie:
Z1234567



ADVISING CALENDAR

August:

- Ensure schedule is set, pay attention to add/drop deadlines.

September:

- Mid to late September, begin to schedule advising appointments.

October:

- Schedule advising appointment.
- Be aware of deadlines for course withdraws.

November:

- Clear all holds to ensure timely registration.
- Check registration appointment, day and time in MyNIU.
- Registration for spring semester begins.

December:

- Check official grades in MyNIU- do not rely on Blackboard as these are not your official grades.
- Make any necessary adjustments to spring schedule based on fall grades.
When in doubt check in with me to discuss policy regulation and best options based on your situation.

January:

- Ensure schedule is set, pay attention to add/drop deadlines.

February:

- Mid to late February, begin to schedule advising appointments.

March:

- Schedule advising appointment.
- Be aware of deadlines for course withdraws.

April:

- Clear all holds to ensure timely registration.
- Check registration appointment, day and time in MyNIU.
- Registration for Fall semester begins.

May

- Check official grades in MyNIU – do not rely on Blackboard as these are not your official grades.
- Make any necessary adjustments to fall schedule, based on spring grades. When in doubt check in with me to discuss policy regulation and best options based on your situation.

Summer

- Submit any official transcripts from summer course work completed off campus.

ADVISING & GENERAL STUDENT OBJECTIVES

BASED ON CREDIT HOUR AND CLASS STANDING

Before Students begin at NIU (0 NIU credit hours)

- Submit all transcripts (high school, dual credit, community college, 4 year college/university as well as Advanced placement test scores).
- Complete math placement exam (English exam is highly suggested for those with strong English skills).
- Schedule and attend orientation.
- Know how to find, use and understand important section in the NIU catalog like general education, major requirements and University policies.
- Understand how to login to important University resources:
 - MyNIU
 - Blackboard
 - NIU Student Email Account
- Register for first semester coursework.



Freshman (0-29 credit hours)

Progress Towards Degree: Begin Foundation of Business course work and general education requirements.

- Adjust to NIU and overall college environment and course expectations.
- Examine skills, interests, and values that reflect if potential major is a good fit.
- Increase personal, communication, and leadership skills.
- Meet with academic advisor to review education plan each semester.
- Understand College of Business Foundation of Business requirements.
- Develop understanding of the colleges policies, procedures, and terminology.
- Learn how to utilize and locate student services offices and other campus resources.
- Identify faculty office hours and how to contact them for assistance.
- Understand how to calculate a GPA.
- Understand how to drop/withdraw from courses.
- Explore scholarship opportunities.
- Become involved in extracurricular activities on campus.
- Check student email weekly at minimum.

Sophomore (30-59 credit hours)

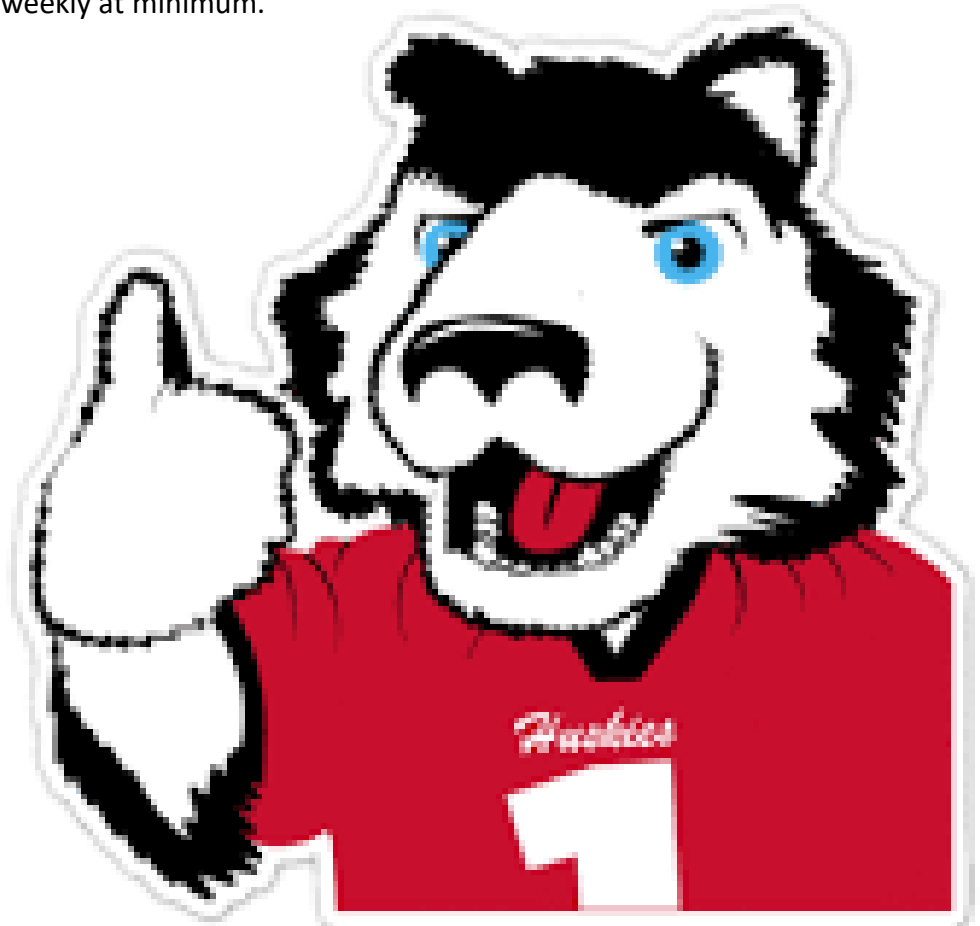
Progress Towards Degree: Finish Foundation of Business course work and general education requirements.

- Meet with academic advisor to review education plan each semester.
- Complete Foundation of Business requirements. Fill out MGMT 335 Transcript Review. Accountancy majors will also complete Accountancy Transcript Review.
- Increase personal, communication, and leadership skills.
- Identify faculty office hours and how to contact them for assistance.
- Continue involvement in extracurricular activities on campus.
- Explore scholarship opportunities.
- Check student email weekly at minimum.

Transfer students (still completing foundation of business course work)

Progress Towards Degree: Finish Foundation of Business course work and general education requirements.

- Adjust to NIU.
- Meet with academic advisor to review education plan each semester.
- Complete Foundation of Business requirements. Fill out MGMT 335 Transcript Review. Accountancy majors will also complete Accountancy Transcript Review.
- Increase personal, communication, and leadership skills.
- Identify faculty office hours and how to contact them for assistance.
- Become involved in extracurricular activities on campus.
- Explore scholarship opportunities.
- Check student email weekly at minimum.



STUDENT LEARNING OUTCOMES

As a result of being an active participant in your academic advisement you will be able to:

- Understand the General Education requirements and College of Business – Foundations of Business course requirements.
- Understand how the courses in your major(s) (and minor(s) or certificates, if applicable) fit together with general education requirements and relate to your overall learning goals and objectives.
- Correctly interpret the information on your degree progress report and apply the information to help determine appropriate course selection.
- Understand how to complete degree requirements and develop a plan for timely completion of degree.
- Begin to identify and develop your educational and career goals as it relates to your selection of major, minor, certificates and course work to help you achieve these goals.
- Identify campus resources that help you reach your goals.
- Understand academic policies and procedures.

