



NORTHERN ILLINOIS UNIVERSITY

## College of Business

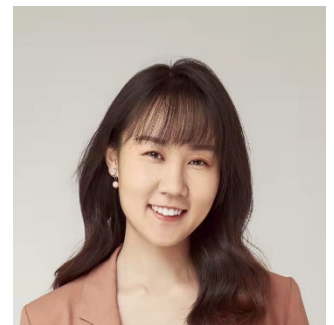
*Where the Classroom Meets the Business World*

College of Business  
Department of Finance  
Academic Advising Syllabus  
Northern Illinois University

### Your Academic Advisor

- Preferred name: Chenfang Su
- Pronouns: She/Her/Hers

I am a double Northern Illinois University Alumna, having earned both my Bachelor of Finance and my Master of Science in Financial Risk Management. As an undergraduate, I was upper-level honor student, completed a study abroad trip, was part of the Student Managed Portfolio and the ELC, worked as a peer assistant, and served as the FMA VP of Chapter Relations. As a graduate student, I competed in the CFA Research Challenge and passed the Certified Treasury Professional and Financial Risk Manager exams. NIU provides tons of resources for you to succeed. All faculty, staff, and students are rooting for you!



**Office Location:** Barsema Hall Room 236 A

**Phone:** 815-753-1115

**Email:** csu2@niu.edu

**Website:**

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

**Hours:**

Monday- Friday 8 a.m. to 4:30 p.m.

### Advising Philosophy:

My advising philosophy is to build relationships with students and give students guidance and support to help them succeed. This deeper connection allows me to know students as individuals enabling me to help them achieve their personal, developmental, and educational goals. As your advisor, I want to equip you with all the resources available for you to be successful. I hope to make a positive difference in your life.

### Advising Resources

- [Undergraduate Catalog](#) The official source for NIU academic programs and policies
- [COB Advising Handbook](#)
- [Major Four-Year Degree Path](#)
- [Articulation Handbook](#)
- [Four Year Degree Paths](#)



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## What is Academic Advising?

- Advising is a developmental process.
- Advising fosters clarification of life and 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.



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## Academic Advising Goals:

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



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## The Advising Relationship – Student and Advisor Expectations:

Expectations of Students	Expectations of Advisor
To be an active participant in their educational planning process	Assist students to understand university policies & procedures, general education requirements, and program curriculums
To strive for educational achievement to the highest attainable standard	Encourage and guide students in the process of defining, developing, and attaining academic and career-related goals
Initiate and maintain regular contact with their advisor (minimally once per semester)	Assist students in developing skills needed to create realistic and attainable educational plans
Come prepared and on time for appointments	Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience
Be aware of and utilize the various campus resources and follow through with referrals	Foster a collaborative partnership between faculty, staff, and students
Understand how to read and interpret their academic requirement report	Maintain confidentiality
Become knowledgeable about university policies, procedures, and programs	Uphold obligation as a Title IX Responsible Employee
Identify their academic and career-related goals	Be accessible to all students for questions and concerns
Be responsible for developing an educational plan	Encourage your ability to think critically, solve problems, and make informed decisions about your future life plans

## Appointment Preparation:

### *How to schedule an appointment –*

1. Please call 815-753-1115, visit Barsema Hall 236 A, or schedule an advising appointment through [Navigate](#).
2. You may email to ask about if any walk-in appointments are available.
3. Arrive promptly for the meeting. If you are going to arrive late or cannot attend, please inform the office

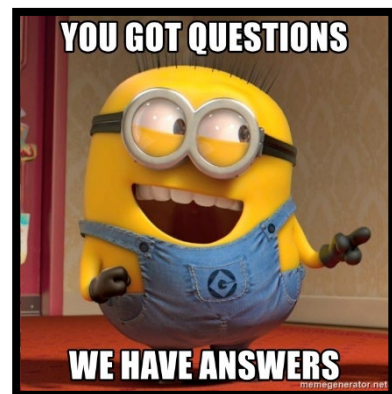
### *Items to bring:*

- Current Academic Requirement Report
- Ideas for desired class schedule
- Paper and pen or pencil for taking notes
- List of questions or concerns
- Any previous advising notes
- A smile! :)

Dear Ms./Mr. Advisor,

My name is Mike and I am emailing you today as I want to make an appointment about my spring schedule. Can you please email it to me?

Thank you,  
Mike  
Z1234567



### *Email Etiquette:*

- Use NIU email ONLY
- Enter clear subject line (ex: "Question about FINA 350")
- Include full name and ZID number
- Do not be too casual with me, use proper English, proofread, and spell check (no text abbreviations)
- Allow 72 hours for response, excluding weekends and holidays → trust me I will get back to you!

### Advising Calendar

<b>August</b> Ensure schedule is set Know add/drop deadlines	<b>September</b> Begin to schedule advising appointments	<b>October</b> Schedule advising appointment Know withdrawal deadlines
<b>November</b> Clear all holds Register for spring term	<b>December</b> Check official MyNIU grades Adjust spring schedule if needed	<b>January</b> Ensure schedule is set Know add/drop deadlines
<b>February</b> Begin to schedule advising appointments	<b>March</b> Schedule advising appointment Know withdrawal deadlines	<b>April</b> Clear all holds Register for summer/fall terms
<b>May</b> Check official MyNIU grades Adjust summer/fall schedules if needed	<b>June</b> Request approval for off-campus summer coursework	<b>July</b> Submit official transcripts from off-campus summer coursework



### Schedule Change Process for 16 Week Courses (FULL SEMESTER)

Dates (relative to semester)	Actions	Steps
<b>Prior to first day</b>	Add/Drop course	Self-service MyNIU
<b>Week 1</b>	Add/Drop course	Self-service MyNIU
<b>Week 2</b>	Add course Drop course	Contact course department Contact major college/department
<b>Week 3 – end of Week 10</b>	Withdraw course	Contact major college/department
<b>Week 1 – end of Week 10 (without academic jeopardy)</b>	Withdraw ALL courses	Contact major college





### Get Involved!

- Financial Management Association (FMA, Thursday evenings)
- Investment Association (IA, Tuesday evenings)
- Financial Student Advisory Board (FSAB, Wednesday afternoons)

<https://www.cob.niu.edu/experiences/student-organizations/index.shtml#finance>

### As a Finance major, you may...

- Manage a \$1MM portfolio by applying for SMP (Student Managed Portfolio)
- Go head-to-head with leading international university teams by competing in the CFA Research Challenge
- Travel the globe, participating in conferences and study abroad experiences
- Channel your inner coding geek by completing Data Camp modules
- Apply for CFA level I exam scholarships
- Become certified in Bloomberg and Excel

### Internships in the Department of Finance

A Finance internship will help develop your professional business skills and may lead to a full-time position with your internship employer after graduation.

For more information, visit:

<https://www.cob.niu.edu/academics/finance/careers-internships.shtml>

### Graduation: APPLY on MyNIU

- May or August Graduation: Apply August 1 – February 1 (Summer graduates may participate in Spring commencement ceremony)
- December Graduation: Apply March 1 – September 1

