



ACADEMIC ADVISING SYLLABUS

NEW JERSEY CITY UNIVERSITY

AN ADVISING SYLLABUS empowers students and advisors to work together towards shared goals. Academic advising is a transformative program that enables students to overcome obstacles and seize opportunities in their academic journey. The Advising Syllabus serves as a roadmap for students, outlining the learning outcomes they can expect to achieve through their educational experiences at New Jersey City University.

UAC MISSION STATEMENT

The University Advisement Center at New Jersey City University strives to improve undergraduate students' academic experience and success. The academic advisors at UAC are committed to assisting students in achieving their full potential by providing awareness of resources and supporting academic success. The advisors at UAC aim to inspire, educate, and foster growth through advisement, workshops, and engagement opportunities, delivering guidance and knowledge to help students become successful graduates and professionals who can contribute positively to the community.

ADVISING VALUES STATEMENT

THE VALUES associated with academic advising at the University Advisement Center are closely aligned with New Jersey City University's core values and commitments in the 2012-2020 strategic plan.

Student-Centered: Placing the needs, goals, and well-being of students at the forefront of advising practices.

Integrity: Upholding ethical standards and honesty in all advising interactions.

Confidentiality: Respecting the privacy of students and maintaining the confidentiality of their academic and personal information.

Respect: Valuing each student's individual experiences, perspectives, and goals.

Equity and Inclusion: Ensuring fair and equal treatment of all students, recognizing and addressing diverse needs and backgrounds.

Empowerment: Encouraging and supporting students to take ownership of their educational and career paths.

Collaboration: Working together with students, faculty, and other stakeholders to provide comprehensive support and resources.

Supportiveness: Providing guidance, encouragement, and resources to help students overcome challenges and succeed academically and personally.

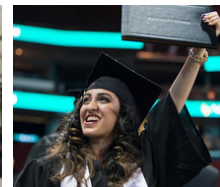
Responsiveness: Being accessible and timely in responding to students' questions and concerns.

Professionalism: Maintaining a high standard of professional behavior and continuous development in advising practices.

Adaptability: Being flexible and open to change in response to the evolving needs of students and the academic environment.

Advocacy: Championing the needs and interests of students within the academic institution.

Continuous Improvement: Seeking feedback and striving to improve advising practices and outcomes.



ADVISING LEARNING OUTCOMES

BELOW ARE THE LEARNING OUTCOMES students are expected to achieve in areas of information and knowledge acquisition, skills development, and cognitive and affective changes as they progress through their education at New Jersey City University.

1

Understanding Academic Requirements: Students will be able to identify and articulate the requirements for their chosen major, including core courses, electives, and any prerequisites.

2

Knowledge of Policies and Procedures: Students will understand key academic policies, procedures, and deadlines (e.g., registration, add/drop, withdrawal, academic standing).

3

Degree Planning: Students will learn to create and revise an academic plan that aligns with their educational, career, and personal goals, including how to self-enroll in their courses.

4

Self-Advocacy: Students will learn how to effectively advocate for themselves within the academic environment, including seeking help and communicating needs.

5

Decision-Making Skills: Students will develop critical thinking and decision-making skills to make informed choices about their academic and career paths.

6

Goal Setting: Students will learn to set realistic and achievable short-term and long-term academic and career goals.

7

Personal Responsibility: Students will understand the importance of taking personal responsibility for their educational journey, including meeting deadlines and fulfilling commitments.

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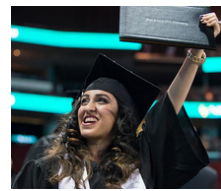
Effective Communication: Students will improve their ability to communicate effectively with academic advisors, faculty, and other university staff.

9

Adaptability and Resilience: Students will learn strategies to adapt to changes and setbacks in their academic journey and develop resilience.

10

Technological Proficiency: Students will become proficient in using relevant academic technologies and platforms (e.g., learning management systems, degree audit tools).



ACADEMIC ADVISING is a learning process supported by mutual respect and collaboration between advisor and advisee. The responsibilities below help ensure a successful college career.

Walk in Advisement

Walk-in hours are available for quick advising sessions, intended for brief guidance on matters such as

- Referrals to resources and offices for further assistance and exploration.
- Concerns regarding academic policies and procedures.
- General Education class add/drop.
- Discussing pass/fail options.
- Discussing class withdrawals.
- Changing part-time/full-time status.
- Declaring a major/minor.
- Academic resource inquiries.



Advisement Appointment

Appointments are available for in-depth clarification and discussion of general education and degree requirements.

- Solve complex registration issues.
- Discuss degree requirements, including the core major and minors at NJCU.
- Discuss degree mapping and progress [course selection for a semester].
- Clarification on baccalaureate and general education requirements.
- Change in major/minor.
- Major exploration.
- Plan a reasonable and timely graduation.
- Post-graduate planning.
- Academic resource inquiries.
- SAP academic planning.



STAY CONNECTED...

UAC ZOOM WALKINS

Sign up using our on-line registration form to attend a virtual walk in session right away

Monday - Thursday
*AM SESSION: 10 AM - 12PM | PM SESSION: 2 PM - 4 PM
Friday | 10 AM - 1PM

*Schedule Subject to change



Advisement Appointments

MAKE AN APPOINTMENT WITH YOUR ASSIGNED ADVISOR.

Log into your Gothic Net and click on the Civitas Learning tile so you can have access to make an appointment with your Advisor.



UAC Instagram





ADVISEE RESPONSABILITIES

INITIATE a purposeful relationship with your advisor and make appointments when necessary or when in need of assistance.

BE INVOLVED in the advising process by being prepared to discuss your goals and educational plans during meetings: bring necessary materials.

REVIEW Degree Progress Report [DPR], Degree Maps, and Catalog each term and track your progress toward completing your graduation requirements.

TAKE PRIMARY AND INCREASING RESPONSIBILITY for your educational plans and achievements. Understand and accept that you are ultimately responsible for your education and your own decisions.

BE OPEN AND WILLING to consider recommendations from peer advisors, primary professional advisors, faculty advisors, and other mentors.

ACTIVELY ENGAGE and progress to commit to and pursue an academic plan directed toward the completion of a degree from NJCU. Follow through on action plans developed in advising sessions.

KEEP CURRENT on your academic progress in individual classes; knowing test and assignment dates and implement effective study strategies.

SCHEDULE AND ATTEND appointments with your advisor each term; cancel appointments ahead of time if you cannot make them.

ADVISOR RESPONSABILITIES

BE ACCESSIBLE for meeting with advisees- either via appointment (Office of Advising) or office hours (faculty and academic units); including in-person, Zoom, or telephone.

DEVELOP purposeful relationships with advisees and inform advisees of the nature of the advising relationship.

CREATE an environment where mutual respect and trust allow students to define and develop realistic goals.

ASSIST students in developing decision-making skills and assuming responsibility for their educational plans and achievements.

HELP students understand the purpose and goals of a Liberal Arts education and its effect on their lives and personal goals.

UNDERSTAND and effectively communicate the curriculum, including NJCU Requirements, Degree requirements, and college policies and procedures.

ENCOURAGE AND GUIDE students in identifying and pursuing resources to support academic success and holistic development as a student.

ASSIST students in gaining decision-making, problem-solving, self-assessment and evaluation skills.

MAINTAIN confidentiality following FERPA regulations.