**University Advisement Center   
Vodra 101 | 201-200-3300 |** [**njcu.edu/uac**](https://www.njcu.edu/academics/resources-services/university-advisement-center)

**Advisee Syllabus**

**Before** your advisement session you MUST:

* Ensure you have access to gothicnet, NJCU email and Blackboard
* Review current enrollment, course syllabi and degree progress report
* Review major academic program sheet and general education requirements (GPA, course grades etc.)
* Develop a list of questions regarding your academic progress for your advisor
* Develop a list of desired courses for the upcoming semester to discuss
* Be ready to have the best advisement session of your life!

**During**  your advisement session:

* Your advisor will assist you with course selections for general education and major courses
* You will have a safe environment to share your aspirations, concerns and interests
* You will collaborate with your advisor to develop an academic success plan
* You will receive information regarding on campus support services
* You will obtain information regarding university policies and procedures
* You will have the best advisement session of your life!

**After** your advisement session you will:

* Understand your overall progress based on your current enrollment
* Understand your general education and major requirements
* Understand the specific academic criteria for your major department
* Understand the support systems and knowledge necessary for your success
* Understand your upcoming course enrollment and course sequence
* Schedule your next best advisement session of your life!

[*Snapshot of Important Dates*](https://www.njcu.edu/sites/default/files/docs/2019-03/FALL_2019_UGRD_ACADEMIC_CALENDAR_3-21-19.pdf)

**September 3** 2019 Fall semester classes begin.

Payment deadline for students enrolled on August 5 or later.

**September 9** Last day for Add/Drop for registered students.

Final day to drop course(s) for a 100% refund of tuition

**September 30**  Final day to withdraw from a course(s) for a 50% refund of tuition with a “W” grade

Deadline to file graduation clearance form for Seniors completing Bachelor’s degree

**October 16**  Deadline: Incomplete grades for the 2019 Spring, Summer I and II semesters become “F”

**November 1**  Final Day to withdraw from a course(s) for “W” grade(s)

Deadline to submit Pass/Fail forms at Registrar’s Office

Graduation Clearance applications open for May 2020

**November 5**  2020 Winter/Spring registration begins for Degree/matriculated students.

**November 28-30**  Thanksgiving Recess: No Classes.

**December 10-11**  Reading Days.

**December 12-18**  Final examinations for the 2019 Fall semester.

**December 18** End of 2019 Fall semester

**January 15**  Final day for Online Graduation Clearance application