

SECOND YEAR ACADEMIC ADVISING SYLLABUS

Academic advising at Hamilton helps students make responsible, informed decisions about their intellectual development. Working with a variety of advisors, students craft an educational plan reflecting their particular interests and abilities, and the College's purposes and goals. The plan, which typically evolves over time, balances the freedom of an open curriculum and the breadth of a liberal arts education.

Advisor Contact Information

Advisor:

Office:

Email:

Phone:

Advising Appointment Tips

Before

- make appointment on timely basis
- do research and formulate your questions
- be aware of the academic calendar and deadlines
- review any notes from previous appointments

During

- arrive on time
- be open about how things are going
- be willing to share information about yourself to put your goals and interests into context
- ask questions

After

- complete any follow-up
- ask any further questions by email
- put any notes into the academic planning tool

Questions for the second year

- ▶What did my first year teach me about my strengths and weaknesses?
- ▶What new academic areas do I want to pursue?
- ▶How can I further explore the College's Purposes and Goals?
- ▶What courses will help me make a decision about my concentration?
- ▶Do I want to study off campus? If so, why and where?
- ▶Do I have career goals? Have I thought about opportunities that can help me refine and meet those goals?
- ▶Have I made sufficient progress on my graduation requirements?
- ▶Who is in my advising support network? Are there any gaps in that network? If so, what are some strategies for filling those in?



From your second year you should...

learn about:

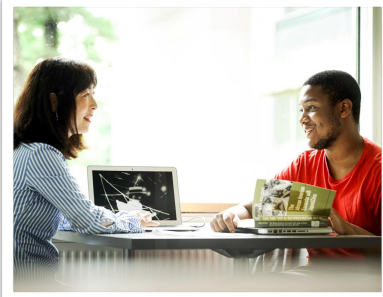
- ▶new interests that have emerged and changes to prior interests
- ▶which of the College's Purposes and Goals need more attention
- ▶career goals and opportunities

be able to:

- ▶articulate any plans for off-campus study
- ▶declare a concentration
- ▶gain career-related experience
- ▶seek out advice and follow through on referrals

value:

- ▶ a broad, liberal arts education through continued exploration of new academic areas and co-curricular experiences



Academic Planning

Fall Semester

August before classes:

Orientation advising & Schedule adjustment

Early Sept: Last day to add a course; usually the end of the last full week of classes.

Early Oct: Last day to exercise credit/no credit option; Last day to drop a course

Mid-Oct: Last day to declare academic leave of absence to study off-campus for Spring

November: Preregistration advising & course selection for spring semester

Spring Semester

Mid-Jan: Classes begin

Late Jan: Last day to add a course; usually the end of the last full week of classes.

Late Feb: Last day to drop a course and last day to exercise credit/no credit option

Early March: Last day to declare academic leave of absence to study off-campus for Fall

April: Preregistration advising & course selection for fall semester

Your Responsibilities

- Update your educational plan in the context of the College's Purposes and Goals and continue exploring new academic areas
- Meet with your ALEX Advisor
- Meet in the fall with the staff in the Off Campus Study Office, if interested to discuss program requirements and applications
- Complete your QSR and PE requirement by end of sophomore year; continue to make progress on your WI requirement
- Meet with your Career Center advisor and participate in Career Center programming
- Research experiential learning opportunities (e.g., internships, research) for upcoming summer(s)
- Seek out campus resources, as needed: Academic Resource Centers, Counseling Center, Dean of Students Office

Declaring A Concentration

- When: February of the sophomore year (January admit students may declare in 3rd or 4th semester)
- Requirements: Students must have completed at least two courses in their concentration by the end of the sophomore year. Use the "View a New Program" feature in the Progress tab of Student Planning to see how coursework will fit into a concentration and map out possible routes for completing a concentration.
- How:
 - Late January: email from Registrar's Office with link and instructions.
 - Students first complete an assessment of their advising experience thus far
 - Students then answer questions to reflect on their educational plan to date and their future goals. Responses will be shared with both current and new concentration advisor.
 - Students meet with their pre-concentration advisor to obtain approval of their concentration declaration
 - Department chairs assign concentration advisors who then review the reflections students provided on the declaration form and meet with students to discuss academic planning [Ask yourself when completing the concentration declaration questions: What first impression do you want to make to your new advisor?]