

Academic Advising Syllabus

The Advising Syllabus serves as your guide to academic advising at the University at Buffalo (UB). Similar to a course syllabus, it functions as a contract between you and your academic advisor regarding expectations, policies, resources and support. You are encouraged to keep and reference this document frequently, as it outlines the important collaborative advising partnership essential for academic success.

Your Advisor/Advising Center

This is based on your major and/or affiliation with a scholarly community, program or athletics. It is possible to have more than one advisor. You can view your advisor via our Navigate mobile app or your HUB Student Center (Academic Progress Tile – Advisors).----->

Office Hours

Most advising centers are open Mon.–Fri. from 9 a.m. to 4 p.m.

Response Time

Please allow advisors up to **two** business days for a phone call or email response. If necessary, your advisor will instruct you to schedule an advising appointment.

Email Best Practices

Always use your [UB email address](#) when contacting the university. Include your full name and person number in the email.

Updating Contact Information

Keep your cell phone number, home address and emergency contact information up-to-date in your [HUB Student Center](#) so UB can reach you.

Academic Advisement Vision, Mission, Values & Goals

Vision: To empower students to be active, responsible learners who take full advantage of the many opportunities the university provides in the areas of academics, research, and community and global engagement.

Mission: Through supportive, collaborative professional partnerships with students, academic advisors are dedicated to teaching students how to access essential information and acquire the skills necessary to make well-informed decisions that will lead to the achievement of their educational, career and life goals.

Values: Committed to providing quality, holistic advisement services that meet each student's unique needs. In partnership with colleagues across campus, establish an environment that supports student recruitment, retention and success.

Goals:

- Make a successful transition to the university.
- Utilize campus resources and support services.
- Develop an appropriate academic plan for timely graduation based upon student's demonstrated academic abilities, personal interests and expressed goals.
- Engage in exploration of career goals related to student's personal interests and area of study.
- Continuously assess academic progress toward meeting student's stated goals, clarify potential avenues to reach those goals, and make appropriate adjustments as necessary.
- Engage in experiential learning, research and creative activities designed to complement student's overall undergraduate experience and career preparation.
- Understand and take responsibility for knowing university policies and procedures including the importance of adhering to deadlines.
- Recognize the relationship between academic progress and financial implications.

Making an Appointment

Schedule your appointment now through:

- [Navigate.](#)
- [HUB Student Center.](#)

The [Advising Directory](#) can provide contact information to visit your advising center in person, by phone or by website.

Advisor/Student Relationship and Responsibilities

Expectations of Academic Advisors

- Provide clear and accurate information.
- Refer students to campus resources and support services when appropriate.
- Discuss educational and career objectives suited to students' demonstrated abilities and expressed interests.
- Assist students with understanding the academic and administrative processes of the university and the nature of its academic programs.
- Support students in understanding the relationship among courses, programs, undergraduate research opportunities, internships, study abroad programs and other academic experiences provided in and outside the university.
- Help students plan a course of study and give advice about courses and adjustments of course loads.
- Continuously assess academic progress toward meeting stated goals, clarify potential avenues to reach those goals and make appropriate adjustments as necessary.
- Help students recognize the impact academic progress has on financial aid eligibility.
- Help students become independent, self-confident decision makers able to solve problems that arise in pursuit of educational goals.

Expectations of Students

- Be actively engaged in seeking the academic and career information needed to meet educational goals.
- Frequently check HUB Student Center, Navigate and UB email to access important information and resources.
- Be prepared with accurate information and relevant materials when contacting your advisor.
- Understand and take responsibility for knowing university policies, procedures and rules, including the importance of adhering to deadlines.
- Consult advisor at least once a semester to select courses, review accuracy of the Academic Advisement Report (AAR), check progress toward graduation and discuss the suitability of other educational opportunities provided by the university.
- Make satisfactory academic progress.
- Acquire the skills needed to assume final responsibility for course scheduling, program planning and the successful completion of all graduation requirements.

Student Learning Outcomes

- Know whom to contact for academic advising help.
- Know the academic support resources that are available.
- Know the requirements for UB Curriculum (General Education).
- Know the requirements for my major.
- Understand the requirements for acceptance to my major.
- Pursue opportunities that help in reaching my goals.
- Know how to register for classes.
- Utilize HUB tools for academic progress.
- Understand course loads necessary for timely progress toward my degree

Transitioning to College

Successfully adjusting to college involves effectively navigating three categories of transition:

- **Academic Success**
- **Social Integration**
- **Understanding UB.**

While the following list of resources address key categories of transition, your academic advisor may recommend additional services of support to help you achieve your greatest educational success.

Academic Success

Developing self-learning skills necessary to succeed, such as reading textbooks, taking notes, checking for understanding, and utilizing faculty, peers and tutoring.

- [Academic Integrity](#)
- [Accessibility Resources](#)
- [Career Design Center](#)
- [Center for Excellence in Writing](#)
- [Remote Advising Services Best Practices](#)
- [Study Buddies via Navigate](#)
- [Succeeding in a Distance Learning Environment](#)
- [Tutoring & Academic Support Services](#)
- [University Libraries](#)
- [Wellness Coaching](#)

Social Integration

Engaging, learning outside the classroom, developing networks of support and healthy behaviors in managing stress.

- [Counseling Services](#)
- [Experiential Learning Network](#)
- [Health Promotion](#)
- [Intercultural and Diversity Center](#)
- [Orientation, Transition and Parent Programs](#)
- [Recreation & Intramurals](#)
- [Stress Management and Prevention](#)
- [Student Engagement](#)
- [Student Health Services](#)
- [UB Events Calendar](#)
- [Veteran Services](#)

Understanding UB

Successfully navigating UB's physical setting, including its interconnected online systems and resources.

- [Campus Living](#)
- [Equity, Diversity and Inclusion](#)
- [Financial Aid at 1Capen](#)
- [HUB Student Center via MyUB](#)
- [International Student Services](#)
- [Navigate](#)
- [Parking and Transportation at 1Capen](#)
- [Registrar: HUB Student Center Training Guides](#)
- [Sexual Violence](#) (select Academic Policies and Procedures-Academic and Classroom Expectations-Title IX and Sexual Violence)
- [Student Accounts/Billing at 1Capen](#)
- [UBIT Help Center](#)
- [Undergraduate Degree & Course Catalog](#)

Frequently Asked Questions

1. How do I stay organized in college?

It is important to develop positive behaviors in college. The skills you make now will make you successful in the future.

- Be prepared: Use a planner and sync your Navigate app to your phone calendar.
- Make note of each instructor's contact information and office hours in your phone.
- Wake up on time. Attend every class. Sit in the front of the class.
- Turn off your cellphone before each class.
- Check your UB email frequently.

2. How do I establish good time management skills?

- For each class syllabus, record all due dates for quizzes, tests, papers and projects in your Navigate calendar.
- Examine your toughest weeks. If papers and tests occur during the same week, make time to finish assignments early to free up more study time for tests.
- Plan to study four to five hours a day. Use peak periods of productivity in 20-minute intervals up to two hours.
- Read all assigned chapters before class.
- Study for major examinations *at least* one week ahead.
- Complete all homework assignments regardless of whether you get credit for them.

3. How many credit hours do I need to complete each semester/each year?

- Most students complete 15 credit hours each fall and spring semester - a total of 30 credit hours for the year.
- Full-time status is defined as taking at least 12 credit hours per semester; anything less is considered part-time.
- The maximum amount of credits a student can take in a fall or spring semester is 19 credit hours.
- Taking winter and summer session classes can be a good strategy to help catch up or stay ahead.
 - A [winter session](#) allows a student to take no more than five credit hours.
 - No more than 14 credit hours can be taken across an entire [summer session](#), including no more than eight credit hours in a single summer session, and no more than 11 credit hours in overlapping summer sessions.

4. I am a full-time student and work three days a week. Am I working too many hours?

- The recommendation is to limit yourself to no more than 12-15 hours of work per week as a full-time college student in order to have enough time for studying.
- If you need to work, try to find a job on campus, if possible.

5. Who has access to my grades/academic records?

- For educational and administrative purposes, student information is shared within UB.
- As per the [Family Educational Rights and Privacy Act \(FERPA\)](#), all privacy rights transfer to a student upon the age of 18 or when the student enters a post-secondary educational institution.
- Faculty and staff are required to protect the privacy of student information. As a result, they may not discuss information about a student's record with a parent or spouse without written permission.
- While you are encouraged to have open communication with family members, you can choose to submit the [FERPA Information Disclosure Consent form](#) to allow disclosure of your academic and financial records. You can also choose to revoke this access at any time.

6. What if I want to change my major? When do I need to be accepted into a major?

- It is common for students to change majors in college.
- The [Undergraduate Academic Advisement website](#) provides information on choosing, changing or applying to your major.
- Students need to be accepted into a major by no later than 60 credits completed and understand that a change in major can influence time to degree and financial aid eligibility.

7. I am not doing well in a course(s). What should I do?

- Remember, you are not alone and take action immediately.
 - Make an appointment with your instructor or visit during office hours to discuss your concerns.
 - Seek out numerous [tutoring](#) opportunities available on campus.
 - If you are working more than 12-15 hours per week, consider cutting back to plan more time for your studies.
 - Talk to your academic advisor if [resigning](#) a course(s) is an option. It is important to understand that there are resign deadlines each semester, there can be limitations with future course registration, and resigning can influence your completion of credits/timeliness to graduation.
 - Speak with a financial aid advisor before resigning a course(s), as resigning can affect financial aid eligibility.

8. How much travel time do I need to get to classes on time?

- Plan at least one hour of travel time between a North and South Campus class.
- Plan 30 minutes of travel time between a class in the Ellicott Complex and a class on the North Campus spine.

SPRING 2024 KEY ACADEMIC CALENDAR DATES

Further academic and student calendars available via the [Office of the Registrar](#).

January	<ul style="list-style-type: none"> • Submit official transcripts and test scores to UB. Final grades from high school, colleges and alternative credits earned, such as Advanced Placement (AP) credits, need to be submitted to UB. Failure to do so can adversely affect your academics and financial aid eligibility. • Keep a copy of all your class syllabi. Saving each syllabus (and projects/major assignments) will be extremely helpful especially as you prepare for your UB Curriculum Capstone course. • Spring classes begin: Wednesday, Jan. 24. • Last day to drop/add spring classes: Wednesday, Jan. 31 (by 11:59 p.m.). <ul style="list-style-type: none"> ○ Verify you are enrolled in appropriate courses and credits to graduate on time. Check that your HUB Student Center accurately reflects your major. ○ Confirm you have selected your UB Curriculum Pathways in the Path Finder and saved these courses to your HUB Student Center. ○ Ensure you have addressed alternative credit or transfer articulation questions with your academic advisor. <p><i>Engage! Join a club or activity to get involved and make friends.</i></p>
February	<ul style="list-style-type: none"> • Check your UB email frequently, the primary source of contact from UB. • Check your HUB Student Center for any time or classroom changes to your schedule. • Purchase your books and supplies. • Access UB Learns. Many instructors utilize UB Learns to post course syllabi and other course information. <p><i>Utilizing faculty, tutoring and academic resources can lead to a successful UB experience.</i></p>
March	<ul style="list-style-type: none"> • Schedule an appointment with your academic advisor through Navigate. <ul style="list-style-type: none"> ○ Discuss your progress in courses this semester. ○ Talk about class selection for the summer and/or fall semester(s). <p><i>Talking to an advisor and researching major and career options can benefit your success.</i></p>
April	<ul style="list-style-type: none"> • Check your grades midpoint in the semester. <ul style="list-style-type: none"> ○ Use this time to talk with your instructors, particularly if there are concerns about your progress in any of your courses. • Last day to resign (15-week) spring classes: Tuesday, April 16 (by 11:59 p.m.). <ul style="list-style-type: none"> ○ Remember to talk with your academic and financial aid advisor before resigning. • Register for fall classes. <ul style="list-style-type: none"> ○ Ensure you have checked your Enrollment Appointment in your HUB Student Center and successfully enrolled in fall classes. <p><i>Managing your stress and recognizing anxiety can help maintain a strong mind and body.</i></p>
May	<ul style="list-style-type: none"> • Verify your final exam schedule. <ul style="list-style-type: none"> ○ View the Manage Classes tile of your HUB Student Center. ○ Ensure you do not have an exam conflict. • Check your final grades. <ul style="list-style-type: none"> ○ View the Grades/Awards tile of your HUB Student Center. ○ Speak with your advisor if adjustments are needed to your upcoming semester schedule. ○ Ensure you stay on track toward timely graduation and remain eligible for financial aid.

Glossary of University Terms

Additional glossary of terms available via the [Office of the Registrar](#) and [Undergraduate Education](#) websites.

ACADEMIC ADVISEMENT REPORT (AAR): The AAR is an advising tool available in your [HUB Student Center](#). It tracks progress toward graduation by summarizing how courses taken meet UB Curriculum/general education and program requirements.

ACADEMIC STANDARDS REVIEW: UB regularly reviews the academic records of all students at the end of each fall and spring semester. The criteria for Academic Good Standing, Academic Warning, Academic Probation and Academic Dismissal are defined in the [Undergraduate Degree and Course Catalog](#) (select Academic Policies and Procedures-Grading Policies-Academic Standards Review).

CO-REQUISITE: A co-requisite is an indicator in the Class Schedule that signifies another course (or part of a course) is required for complete registration in a class. A co-requisite is not automatically assigned/enrolled, so students need to register for this component. (Example: CHE 101 lecture and recitation has CHE 113 lab as a co-requisite.)

DEGREE APPLICABLE CREDIT (DAC): Calculating [DAC](#) is necessary for awarding degrees and evaluating students' eligibility for certain New York State award programs. Courses count as DAC if they are listed as a required course in a given plan or if they fulfill an open UB Curriculum/general education requirement. Eligible free electives may count as DAC.

ENROLLMENT APPOINTMENT: Registration for classes takes place during specific periods of time called Enrollment Appointments. Beginning in mid-October for spring registration and mid-March for fall registration, you can learn your [Enrollment Appointment](#) for next semester in your HUB Student Center.

HUB STUDENT CENTER: Your HUB Student Center is an online portal accessed via [MyUB](#). It provides access to numerous UB tools, resources and services. HUB is where you register for classes, check your grades, verify your academic progress, manage your financial aid and billing information, and more.

MAJOR/PLAN: An academic major is a field of specialization an undergraduate student completes as part of their total baccalaureate degree requirements. For degree requirements, refer to the [Undergraduate Degree and Course Catalog](#) (select Majors and Combined Degrees).

MATH READINESS ASSESSMENT (MRA): Completing the [MRA](#) helps to determine your appropriate level of math, including readiness to enroll in a first semester calculus course (MTH 121, MTH 131, and MTH 141) required by some majors.

MINOR: A [minor](#) (select Minors, Certificates and Micro-Credentials) is an optional secondary field of study that offers a means to complement your major, explore a subspecialty, and/or broaden career opportunities.

PATH FINDER: The [Path Finder](#) is a planning tool to assist in your selection of UB Curriculum Pathway courses. You must submit your Pathway selections via the Path Finder tool in order for courses to appear on your Academic Advisement Report.

PREREQUISITE: A prerequisite is an indicator in the Class Schedule that refers to a course that must be successfully completed before enrollment in another particular course. (Example: MTH 141 is a prerequisite to MTH 142.)

TRANSFER CREDIT REPORT (TCR): Your [TCR](#) is available in your HUB Student Center. It provides a list of incoming transfer courses and Advanced Placement (AP) and other alternative or exam test credits (CLEP, IB, A-levels, etc.).

UB CURRICULUM (UBC): The [UB Curriculum](#) is UB's innovative, student-centered approach to general education for all undergraduates. The program consists of four main components—UB Seminar, Foundations, Pathways and Capstone—comprising of 40 credits of study for all students, regardless of major.