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# FIRST YEAR ADVISING SYLLABUS

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

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Advisor:

Office:

Email:

Phone:

## Advising Appointment Tips

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### *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

## The Faculty Advisor-Student Relationship

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- ▶ one part of a comprehensive network of advising resources that draws on multiple sources of advice
- ▶ provides guidance for well-thought-out exploration of various academic disciplines
- ▶ sets goals for the selection and completion of a concentration
- ▶ anticipates options for off-campus study
- ▶ transcends conversations about course selection and helps students understand the support services available to them in the Dean of Students Office and elsewhere
- ▶ encourages use of Career Center resources to help prepare for life after Hamilton

Although pre-concentration faculty advisors vary in their approaches, all are eager to help students adjust to the intellectual demands of the College and to guide them toward success. At the same time, students assume major responsibility for their own education when they matriculate at Hamilton and they must take the initiative to seek out advice and plan their education.

## From your first year you should...

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### *learn about:*

- ▶ your own strengths and weaknesses,
- ▶ the College's purposes and goals and academic regulations,
- ▶ your personal goals for your time during and after Hamilton.

### *be able to:*

- ▶ articulate how your curricular and co-curricular plans contribute to broader academic and career goals and a liberal arts education,
- ▶ follow through on advice and referrals.

### *value:*

- ▶ a broad, liberal arts education through exploring new,



## Important Advising Dates 2020-2021

### Fall Semester

August 17-19: Orientation advising

August 20-21: Schedule adjustment

September 4: Last day to add a course

September 30: Last day to exercise credit/no credit option; Last day to drop a course

November 1-20: Preregistration advising & course selection for spring semester

### Spring Semester

January 27: Last day to add a course

February 26: Last day to exercise credit/no credit option; Last day to drop a course

April 1-25: Preregistration advising & course selection for fall semester

academic areas and co-curricular experiences.

## Your Responsibilities

- Take the initiative to seek out advice and take responsibility for your educational plans and decisions
- Be familiar with Hamilton's graduation requirements, the College's purposes and goals, the process of declaring a concentration, academic regulations, options for off-campus study, and the support services that are available
- Make appointments with your academic advisor for preregistration and other planning
- Craft an educational plan that reflects your particular interests and abilities and the College's purposes and goals while balancing the freedom of an open curriculum and the breadth of a liberal arts education
- Be open to reevaluation of your plan and to its natural evolution as your experiences and interests broaden and come into focus
- Follow up on advice and referrals to support services such as the Career Center, Dean of Students Office, and various Resource Centers

## Your Academic Advisor's Responsibilities

Communicate availability for preregistration and informal meetings and be accessible through email. Be a resource for your questions regarding the curriculum, requirements, and academic policies and procedures

Monitor your academic progress. Ask questions to encourage development of your educational and career goals and to put those goals into the context of the College's purposes and goals. Provide information about the array of campus resources and services for success and exploration of new curricular and co-curricular experiences. Ask questions to guide exploration of off-campus study, internships, experiential learning opportunities, etc.

### Academic Requirements

- 3 WI courses in 3 different semesters (must complete one in first year and all three by the end of your junior year); only one can be in math/language other than English
- 1 QSR Course
- Physical education*
- Swim test
- Physical fitness test
- 2 lifetime activities, 1 chosen from intercollegiate athletics, lifetime activity, or wellness seminar.

### Also important to your success this year

- If needed, contact the Dean of Students Office for disability support services
- Meet with assigned career advisor
- Discuss your plans for off campus study with your advisor