Mission of FSYA

In line with our Jesuit, Catholic mission and in tandem with our campus partners we provide academic advising opportunities that assist students’ holistic development as persons for others by promoting their academic, social, and spiritual engagement in our local and global communities. We support and challenge our students in their pursuits of excellence and guide them toward successful completion of their academic goals.

Expectations of Students

⇒ Take primary and increasing responsibility for your educational plans and achievements.
⇒ Keep current on your academic progress in classes; know your test and assignment dates and implement effective study strategies.
⇒ Be involved in the advising process by assuming responsibility for degree planning and coming to appointments prepared to discuss goals and educational plans; bring necessary materials.
⇒ Attend academic advising appointments as scheduled; if you are running late or need to cancel, please call the FSYA front desk.
⇒ Be open and willing to consider recommendations from faculty, advisors, and other mentors, and be open to asking questions if you do not understand an issue or have a specific concern.
⇒ Display respect for your academic advisor and your peers.

Expectations of Advisors

⇒ Help you plan your course of study at Loyola, choose a major, create an academic plan, and decide which courses to take.
⇒ Explain university policies and procedures and other important academic information.
⇒ Guide you in identifying and pursuing resources throughout campus, and provide you with information about academic success strategies.
⇒ Empower you in gaining decision making skills and in assuming responsibility for your educational plans and achievements.
⇒ Create an environment where mutual respect and trust allows you to define and develop realistic academic goals.
⇒ Maintain confidentiality pursuant to FERPA (Family Educational Rights and Privacy Act).
Should I schedule an advising appointment, come to drop-in advising, or call the FSYA front desk?

<table>
<thead>
<tr>
<th>Scheduled Appointment (30 minutes)</th>
<th>Drop-In Advising (10 minutes)</th>
<th>Call FSYA Front Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>⇒ Academic Plan review</td>
<td>⇒ Need assistance to enroll in, drop or repeat a course</td>
<td>⇒ Schedule an appointment</td>
</tr>
<tr>
<td>⇒ More involved questions:</td>
<td>⇒ Form signatures</td>
<td>⇒ Change an already scheduled appointment time</td>
</tr>
<tr>
<td>* Major/minor discernment</td>
<td>⇒ Policy clarification</td>
<td>⇒ Running late</td>
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<tr>
<td>* Academic difficulties</td>
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</tbody>
</table>

Guidelines for Contacting Your Advisor

Please include:
⇒ Student Name (First & Last)
⇒ Loyola ID Number and UNIV 101 section (if applicable)
⇒ Brief statement of issue/concern or comments/questions

Important Campus Resources

Center for Tutoring and Academic Excellence
Sullivan Center Room 245
773-508-7709 tutoringcenter@luc.edu luc.edu/tutoring/

Writing Center
IC, Room 221 (LSC)
Corboy, Room 811 (WTC)
773-608-8468 (LSC)
312-915-6089 (WTC)
luc.edu/writing/

Wellness Center
Granada Center Suite 310
773-508-2530 (office)
luc.edu/wellness/

Services for Students with Disabilities
Sullivan Center, Suite 117 (LSC)
Maguire 226 (WTC)
773-508-3700 sswd@luc.edu luc.edu/sswd/

Career Development Center
Sullivan Center, Suite 255 (LSC)
Corboy, Suite 800 (WTC)
773-508-7716 careercenter@luc.edu luc.edu/career/
**YEAR ONE**

**Academic Milestones**

- **Create an Academic Plan**
  You will initially create your plan in UNIV 101, but it is up to you to revise the plan as your academic pursuits change and you enroll in classes each semester—your plan will change, and that’s ok!

- **If Undeclared or Still Exploring, Use Campus Resources to Engage in Major Discernment**
  Most college students change their major several times.

- **Develop Time Management & Academic Success Skills**
  Your advisor will discuss these skills in UNIV 101, but it is your job to put them into action and continue to assess what works best for you.

- **Schedule an Academic Advising Appointment**
  Advisors’ calendars fill up quickly around registration weeks, so please schedule early to guarantee time with your advisor.

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**YEAR TWO**

**Academic Milestones**

- **Review and Revise Your Academic Plan**
  Update your plan with the courses that you have completed thus far and check that your future semesters have the correct sequence of required classes.

- **Schedule a Check-In Appointment with Your Academic Advisor**
  Get feedback on your plans for majors and minors, internships, study abroad, research opportunities, and more.

- **Develop Relationships with Faculty**
  Meet with faculty who can give you more insight into majors, minors, and careers that you are interested in.
FIRST AND SECOND YEAR ADVISING
Academic Advising Syllabus

Academic Year Calendar: Dates to Remember
For specific dates and detailed calendars visit: http://www.luc.edu/academics/schedules/

- **August**
  - 8/24-9/1: Welcome Week
  - 8/28: Fall semester begins

- **September**
  - 9/4: Labor Day Holiday (no classes)
  - 9/5: Last day to change registration/drop a class without a ‘W’ (withdraw) grade

- **October**
  - 10/9-10/10: Mid-semester break (no classes)
  - Early grade alert process begins Week 7 and runs through Week 9
  - 10/16: Begin course planning for spring; schedule advising appointment

- **November**
  - 11/3: Last day to withdraw with a grade of ‘W’ (‘WF’ assigned after)
  - 11/6: Spring registration begins
  - 11/22-11/25: Thanksgiving Holiday (no classes)

- **December**
  - 12/9: Fall semester classes end
  - 12/11-12/16: Final exams

- **January**
  - 1/16: Spring semester begins (Tuesday)
  - 1/22: Last day to change registration/drop a class without a ‘W’ (withdraw) grade

- **February**
  - 2/12: Summer registration begins
  - Early grade alert process begins Week 7 and runs through Week 9

- **March**
  - 3/5-3/10: Spring Break (no classes)
  - 3/12: Begin course planning for fall; schedule advising appointment
  - 3/26: Last day to withdraw with a grade of ‘W’ (‘WF’ assigned after)
  - 3/29-4/2: Easter Holiday (no classes Thurs evening-Mon afternoon)

- **April/May**
  - 4/16: Fall registration begins
  - 4/27: Spring semester classes end
  - 4/30-5/5: Final exams