

School of Continuing & Professional Studies

Academic Advising Syllabus

School of Continuing & Professional Studies

Contact Information

scps@luc.edu
312-915-6501

Office Location

Water Tower Campus
Lewis Towers, Suite 401

Primary Academic Advisor Information

Academic Advisor

Uriel Robles
(he/him/el)

Contact Information

urobles@luc.edu
312-915-6610

SCPS Advising Mission

Academic advising in the School of Continuing and Professional Studies (SCPS) is an integral part of our larger mission of promoting academic success for our adult and non-traditional students. The advisor provides students with well-informed and relevant academic advising; referrals to campus partners; as well as guidance and support on students' academic and professional goals.

What is Academic Advising?

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary”

*Winston, R. B., Enders, S. C., & Miller, T. K. (1982).
Developmental approach to academic advising*

Advising Student Learning Outcomes

Students who actively participate in academic advising will be able to:

- Utilize campus registration tools (LOCUS) to search and register for courses
- Identify and access support services from campus partners
- Understand LUC general education and SCPS-specific course requirements
- Accurately interpret the Academic Requirements Report (ARR) and Degree Audit for timely degree completion
- Understand LUC and SCPS academic policies and procedures
- Develop academic goals related to personal and career aspirations

Academic Advisor Expectations

Be available through appointments, emails, and calls responding in a timely manner (24-48 hours)

Be knowledgeable of and able to clarify school policies, procedures, and other important academic information (e.g. course requirements)

Assist with course registration and graduation planning by helping to develop, clarify, and modify academic goals

Student Expectations

Complete advising appointment at least once a year or before the beginning of a given semester (certificate students schedule appointments as needed)

Be involved and engaged in the advising process by coming to appointments prepared and open to discussing goals/plans

Attend academic advising appointments as scheduled; if you are running late or need to cancel/reschedule please email/call SCPS or Uriel

Academic Advisor Expectations

Discuss academic performance and its effect on student's goals

Refer to appropriate and relevant campus resources

Empower student in gaining decision making skills and in assuming responsibility for their educational plans and achievements

Maintain confidentiality in accordance to the Family Educational Rights and Privacy Act (FERPA)

Listen, ask questions, and honor the student as an individual

Student Expectations

Keep open lines of communication. Share problems, concerns, or questions that may come up

Be aware of and utilize campus resources and follow through with referrals, if appropriate

Be open and willing to consider recommendations from faculty and advisors

Understand and interpret their Academic Requirements Report (ARR) and Degree Audit

Be aware of important dates and deadlines (e.g. scholarship application dates, W/WF deadlines, etc.)

How to Schedule an Appointment with Your Advisor

New SCPS students will be given access to their LUC credentials 2-3 days after they have been informed of their admission to the school. To schedule an appointment with your primary Academic Advisor, log onto Navigate (<https://luc.campus.eab.com/>) using your LUC credentials. More information on scheduling an appointment can be found here: <https://www.luc.edu/sas/navigatestudent/>

Campus Resources

Resource	Location	Contact Information	URL
Career Services	Schreiber Center, Suite 115	773-508-7716 careercenter@luc.edu	luc.edu/career
Center for Student Assistance and Advocacy (CSAA)	Flanner Hall	773-508-8840 deanofstudents@luc.edu	luc.edu/csaa
Financial Aid Office	Sullivan Center, Student Services HUB	773-508-7704 lufinaid@luc.edu	luc.edu/finaid
Military Veteran Student Services (MVSS)	Sullivan Center, Suite 155	773-508-3198 veterans@luc.edu	luc.edu/veterans
Office of the Bursar	Sullivan Center, Suite 190	773-508-7704 bursar@luc.edu	luc.edu/bursar
Student Accessibility Center (SAC)	Lewis Towers, Suite 1240	773-508-3700 sac@luc.edu	luc.edu/sac
Student Diversity & Multicultural Affairs (SDMA)	Damen Center, Suite 116	773-508-3909 diversity@luc.edu	luc.edu/diversity
Tutoring Center	Sullivan Center, Room 245	773-508-7709 tutoringcenter@luc.edu	luc.edu/tutoring/
Wellness Center	Terry Student Center	312-915-6360	luc.edu/wellness
Writing Center	Corboy Law Center, Room 811	312-915-6089 writingctr@luc.edu	luc.edu/writing/