Center for Student Success
Advising Syllabus (First-Time Freshmen)

ADVISOR INFORMATION

Advisor Name
Office Hours:
Student Success Advisor
Date/Time
Office Location
Date/Time
Phone #
Email

MEET YOUR ADVISOR

Team member description (from the website).
A few personal anecdotes.

MISSION

The Center for Student Success provides professional advising and additional support services to facilitate the academic success and persistence of Carthage students, primarily during their period of transition to the College. Center for Student Success staff work closely with other college personnel to holistically address the academic, developmental, and social needs of students, with particular focus on supporting underrepresented/underserved student populations. Programs and services offered within the Center for Student Success support the overall mission of the College: Seeking Truth, Building Strength, Inspiring Service — Together.

ADVISING OUTCOMES

- Identify program(s) of study that reflects your interests and matches your career goals
- Create individual degree plan to use with your future Faculty Advisor(s)
- Understand requirements, procedures, and policies of your program(s) and the College
- Utilize important resources available through my.Carthage.edu and other platforms (degree audit, change major/minor, unofficial transcript, add/drop courses, transferring courses, etc.)
- Facilitate a successful entry to college life and ongoing support through graduation

EXPECTATIONS OF STUDENTS

First semester (and onward if you are an undeclared student)
- Schedule and attend a minimum of three official appointments with your Student Success Advisor for intake advising at the beginning of your first term, course registration planning for the upcoming term(s), and degree planning. Conversations that occur as a part of College Success Seminar or during office hours do not count towards these appointments.
- Always contact your Student Success Advisor if you need to cancel/reschedule an appointment.

NOTE: If you cancel or do not show up for a registration appointment, you will not be cleared to register until you have rescheduled and completed your appointment. Please do not procrastinate as you risk delaying your registration due to other students who have taken up appointment slots before you. Students must be cleared in my.Carthage.edu by their advisor to register.
- Come prepared to appointments with questions (academic and/or non-academic) and note-taking materials.
- Follow through on referrals and action steps discussed in appointments.
- Reach out via email in between appointments, stop in during office hours, or schedule additional appointments to get more help. The only dumb question is the one that is not asked!
- Follow through on additional requests to meet initiated by your Student Success Advisor, as they may be helpful in addressing challenges early, following up on previous conversations, etc.

**Beyond first semester (if you have declared a major)**

- Respond to your Student Success Advisor’s outreach regarding specific concerns relevant to your persistence and success at Carthage. These concerns could include financial and registration holds on your account, a probationary status, concerns shared with the Center for Student Success through the Student Outreach System, low midterm or final grades, population-specific programming, and more.
- Continue taking advantage of your Student Success Advisor as a resource as you move towards graduation, reaching out with questions and being an active participant in the relationship.
- Understand that some students will have a Student Success Advisor assigned in my.Carthage.edu for a specific purpose, but all students can visit/reach out to a Student Success Advisor designated for their academic division despite lacking a formal assignment.
- Understand that your designated Student Success Advisor is subject to change depending on your program of study and staffing changes in the Center for Student Success.
- Engage in conversation regularly with your faculty advisor(s), career specialist in the Aspire Center, and other important advising contacts that will assist you in making the most of your time at Carthage and preparing for life after graduation. Your faculty advisor(s) will serve as the primary contacts for course registration and degree planning from this point forward.

**EXPECTATIONS OF STUDENT SUCCESS ADVISORS**

- Provide a safe and nonjudgmental environment for you to ask questions, share concerns, learn new skills, and engage in the Carthage community.
- Provide current/accurate information to you as you adjust to college life while encouraging and empowering you to seek solutions and resources available to you with increasing self-sufficiency.
- Connect you with appropriate campus personnel and resources to meet your needs.
- Respond to phone calls and emails within one business day unless otherwise informed (holidays, vacations, etc.).
- Offer two hours per week as office hours when students may visit their advisor without an appointment. Office hours are for brief questions, while more involved conversations will require an appointment time to give you undivided attention.  
  
  **NOTE: Visits during office hours are not a substitute for the three official advising appointments.**
- Remain available during crucial registration times or while summer classes are in session to assist students who are unable to reach their faculty advisor(s).

**CAMPUS RESOURCES**

It is crucial to your success to ask for help as you go! Academic support in the form of tutoring, academic coaching, writing assistance, and learning accessibility services can be accessed here:  
[https://www.carthage.edu/library/](https://www.carthage.edu/library/). For a complete list of important contacts across campus, visit [https://www.carthage.edu/orientation/contact/](https://www.carthage.edu/orientation/contact/) or visit your Student Success Advisor for a referral.

For your safety, Public Safety can be contacted at 262-551-5911 and Title IX policies can be found at [https://www.carthage.edu/title-ix/](https://www.carthage.edu/title-ix/).
NON-DISCRIMINATION STATEMENT

While a variety of perspectives may arise in conversation, all students and advisors are expected to engage with one another respectfully. Each advisor has the responsibility of guiding the conversation to ensure all options for an advisee are explored without bias and maintaining an advising environment free of discrimination and harassment. Unwelcome conduct directed toward another person or persons based upon race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status is considered a violation of the Carthage Community Code. Any student suspected of engaging in such conduct will be referred to the Dean of Students Office.

APPOINTMENT SCHEDULE

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<thead>
<tr>
<th>Appointment</th>
<th>Date/Time</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Intake Advising</td>
<td><strong>First Semester</strong>&lt;br&gt;Weeks 1-5&lt;br&gt;15 minutes</td>
<td>• Discuss program(s) of study and current courses&lt;br&gt;• Confirm major(s), minor(s), and concentration(s)&lt;br&gt;• Get to know one another better one-on-one&lt;br&gt;• Discuss adjustment to campus life (residence halls, campus resources and organizations, etc.)&lt;br&gt;• Answer your individual questions</td>
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<tr>
<td>Course Registration Planning for the Upcoming Term</td>
<td><strong>First Semester</strong>&lt;br&gt;Weeks 6-9&lt;br&gt;30 minutes</td>
<td>• Confirm major(s), minor(s), and concentration(s)&lt;br&gt;• Check-in regarding current courses&lt;br&gt;• Review how to search for courses, utilize degree audit and the academic catalog, etc.&lt;br&gt;• Explore course options for J-term and Spring&lt;br&gt;• Discuss faculty advisor requests and request deadline&lt;br&gt;• Answer your individual questions&lt;br&gt;• Get cleared to register</td>
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<tr>
<td>Degree Planning</td>
<td><strong>J-term or Summer</strong>&lt;br&gt;30 minutes</td>
<td>• Review how fall semester went, including academic outcomes and overall adjustment&lt;br&gt;• Create a degree plan unique to your program of study, academic history, and goals&lt;br&gt;• Review degree audit to ensure all requirements are represented on the degree plan&lt;br&gt;• Discuss faculty advisor assignment process if declared&lt;br&gt;• Answer your individual questions</td>
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<tr>
<td>If applicable:</td>
<td>Any Semester</td>
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<tr>
<td>Carthage Academic Achievement Program</td>
<td>30 minutes, followed by additional meetings during the semester</td>
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- Create an academic plan for the semester identifying obstacles to your success at Carthage and setting new goals to work towards
- Explore tools, contacts, and strategies for improved academic performance and engagement
- Set up additional appointments to check in on progress towards achieving the goals on your academic plan during the semester
- Answer your individual questions

I have read the syllabus and understand what is expected of me and my Student Success Advisor.

________________________________________  ____________________________
Student Signature                                           Date

________________________________________
Student Name