Family Studies & Human Development
Advising Syllabus

What is Academic Advising?

Academic advising is a collaborative relationship between a student and an advisor to assist the student in the development of meaningful educational plans and goals that are consistent with personal interests, values, and abilities.

FSHD Advisor Information & Location

Sarah Kleinfeld
1st Year FSHD Majors
FSHD Minors
Prospective Students & Change of Majors
McClelland Park Room 203D
520-621-9644
skleinfeld@email.arizona.edu

Liz Collins
Sophomore, Junior, & Senior FSHD Majors
McClelland Park Room 203F
520-621-0385
eamartin@email.arizona.edu

Schedule an advising appointment online:
https://norton.arizona.edu/academic-advising/family-studies-human-development

Academic Advising & Student Learning Goals:

Consistent academic advising meetings will expose students to important information, resources, and opportunities that will aid student success. Advising within the Norton School of Family and Consumer Sciences is committed to working collaboratively with students as they work toward the following learning goals.

- Students will demonstrate knowledge of university and college academic policies and procedures
- Students will demonstrate knowledge of FSHD academic curriculum, including all requirements needed to graduate according to personal timeline and goals
    - Students will learn the role of their academic advisors in their college education, and will learn how and where to locate their academic advisors when needed
    - Students will learn how to find and utilize their academic advisement report and FSHD catalog checklist, and will construct an academic plan for graduation
    - Students will learn how to navigate university websites in order to find policy information regarding dates and deadlines, withdrawing from courses, financial aid and tuition, and academic requirements
- Students will demonstrate increased responsibility for making decisions regarding academic, personal, and professional goals
    - Students will learn how to find and utilize university resources that will support individual needs and promote academic success
    - Students will learn how to seek guidance from faculty and advisors, and will develop connections that support their academic and professional growth
- Students will demonstrate an understanding of career and professional development opportunities
    - Students will learn how to connect with the FSHD internship coordinator and other on-campus career development services
    - Students will critically reflect upon academic and career goals through advising conversations, personal exploration, and participation in extracurricular experiences

Make the Most of Academic Advising: Before, During, and After Your Meeting

Before: Review your academic advisement report, familarize yourself with dates and deadlines, come prepared with an FSHD catalog checklist, bring questions. Remember to cancel 24 hours in advance if you cannot attend

During: Arrive on time, sign in at the front, silence your phone, share your goals, be open about how things are going academically and personally, ask questions, and take notes

After: Keep an advising folder with information from all meetings, complete follow up steps and seek resources that your advisor recommended, ask follow-up questions if anything is unclear after your meeting

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Advising Roles and Responsibilities

Student Responsibilities

- Read University Email Daily
- Take the initiative to meet with your advisor at least once per semester, or as often as needed, to discuss your progress
- Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings, bring questions and necessary materials to your meeting, and be open to suggestions
- Take responsibility for making academic and career decisions based on available information and advice
- Develop a working knowledge of policies, procedures, deadlines, and campus resources
- Create an academic plan directed toward completing your degree
- Review and become familiar with your major/minor requirements each semester and track your progress towards graduation
- Utilize UA resources that will help you succeed academically and prepare for life after graduation

Advisor Responsibilities

- Provide accurate and consistent information
- Clarify, interpret, and confirm program requirements, policies, procedures, and deadlines
- Assist students with creating short and long-term academic plans
- Assist students with making academic and career decisions consistent with interests, values, and abilities
- Assist students as they explore opportunities both on and off campus that will support personal and academic goals
- Listen responsively to address questions, concerns, and problems
- Facilitate relationships between students and other individuals on campus; refer students to appropriate support services when needed
- Maintain confidentiality according to the Family Educational Rights and Privacy Act (FERPA)
- Consider student's best interest when advocating for policy or curricular changes
- Be available and accessible to answer questions

Student Resources

Registrar: http://registrar.arizona.edu/

Academic Dates & Deadlines: https://www.registrar.arizona.edu/dates-and-deadlines

Think Tank: thinktank.arizona.edu

CALS Learning Lab: https://cals.arizona.edu/learning-lab

Writing Skills Improvement Program: http://wsip.arizona.edu/

Study Abroad: https://global.arizona.edu/study-abroad

Campus Health: https://www.health.arizona.edu/
CAPS (Counseling Services): https://health.arizona.edu/counseling-psych-services
CALS Life Management Counseling: https://cals.arizona.edu/life-management-services

Scholarships & Financial Aid: https://financialaid.arizona.edu/

Bursar's Office: http://bursar.arizona.edu/

UA Phonebook: http://directory.arizona.edu/phonebook

UITS (technology services): http://uits.arizona.edu/

UA Libraries: http://new.library.arizona.edu/

Student Engagement & Career Development: http://career.arizona.edu/

FSHD Internships and Applied Skills: https://norton.arizona.edu/fshd/internships

CALS Career Center: https://career.cals.arizona.edu/

Dean of Students: https://deanofstudents.arizona.edu/

Cultural & Resource Centers, Other Campus Resources: https://deanofstudents.arizona.edu/support/campus-resources

ASUA: https://asuatoday.arizona.edu/

Disability Resource Center: http://drc.arizona.edu/

THRIVE Center: https://thrive.arizona.edu/

Advising Resource Center: https://advising.arizona.edu

Pre-Health Advising: https://theacenter.arizona.edu/pre-health/pre-health-professions-advising

Transfer Credit: https://transfercredit.arizona.edu/

For Detailed Information about FSHD Major & Academic Requirements:
View the FSHD Student Handbook, FSHD Checklists, and Sample Graduation Plans online at:
https://norton.arizona.edu/advising/family-studies-and-human-development/catalog-checklists