

Office of Advising Syllabus (2014-2015)

Welcome! Our objective is to help you make informed choices about your Heritage University Education.

HU academic advisors can help you learn how to:

- Explore degrees and programs in existing and developing areas of interest
- Plan your academic directions and schedule appropriate courses
- Navigate HU's academic opportunities, policies, procedures, and deadlines

Your assigned HU academic advisor will expect you to:

- Schedule and attend at least two advising appointments each semester
- Use the Office of Advising webpage and MyHeritage to explore and to prepare for appointments
- Keep your advisor informed about changes in academic goals or circumstances that might affect your time at HU
- Take responsibility for your educational decisions

Fall Semester

Week	Activity
1-4: Get acquainted	<ul style="list-style-type: none"> • Questions during first 10 days? Go to Walk-in Advising: (see Walk-in Advising section below) • Understand drop dates: catalog.heritage.edu/content.php?catoid=5&navoid=685 • Visit Academic Skills Center: myheritage.heritage.edu/ics/Student_Services/ASC.jnz • Contact your academic advisor: heritage.edu/CurrentStudents/AcademicAdvising.aspx
5-9: Explore options	<ul style="list-style-type: none"> • Schedule an appointment: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Attend Academic Planning workshop: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Attend Major Fair: myheritage.heritage.edu/ICS/Student_Services/Career_Services.jnz • Plan for Spring courses: heritage.edu/AcademicPrograms/UndergraduateDegrees.aspx
10-15: Plan for next semester	<ul style="list-style-type: none"> • Attend Academic Planning workshop: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Registration Blitz: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Schedule an appointment: heritage.edu/CurrentStudents/AcademicAdvising.aspx

Spring Semester

Week	Activity
1-4: Start off right	<ul style="list-style-type: none"> • Questions during first 10 days? Go to Walk-in Advising: (see Walk-in Advising section below) • Understand drop dates: catalog.heritage.edu/content.php?catoid=5&navoid=685 • Visit Academic Skills Center: myheritage.heritage.edu/ics/Student_Services/ASC.jnz • Contact your academic advisor: heritage.edu/CurrentStudents/AcademicAdvising.aspx
5-9: Get connected	<ul style="list-style-type: none"> • Schedule an appointment: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Attend Major Fair & Career Fair: myheritage.heritage.edu/ICS/Student_Services/Career_Services.jnz • Plan summer/fall courses: heritage.edu/AcademicPrograms/UndergraduateDegrees.aspx • Attend Academic Planning workshop: heritage.edu/CurrentStudents/AcademicAdvising.aspx
10-15: Plan for next year	<ul style="list-style-type: none"> • Registration Blitz: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Schedule an appointment: heritage.edu/CurrentStudents/AcademicAdvising.aspx • Ready to Declare your Major?: heritage.edu/CurrentStudents/AcademicAdvising.aspx

About Advising

WHAT is an Academic Planning workshop?

- This an opportunity for you to plan out your courses and ask questions specific to your intended major

WHAT is an academic advisor?

- A professional educator who knows HU colleges, programs, degrees, policies, and procedures
- A teacher, guide, mentor, and facilitator for your academic decisions at HU

WHO is your HU academic advisor?

- Your advisor information is on MyHeritage at https://myheritage.heritage.edu/ICS/Students/Academic_Information.jnz
- Check out your advisor's picture and contact information on the HU website at <http://www.heritage.edu/CurrentStudents/AcademicAdvising.aspx>

WHEN should you make an appointment with your assigned academic advisor?

- At least twice a semester to discuss your research into academic programs, your progress in classes, and next semester's schedule. Meet more frequently to better manage your academic goals and progress.
- If you have any academic and/or personal concerns or questions

HOW should you contact your assigned advisor?

Appointments

- You can make an appointment:
 - In person in HEVL 2501
 - By phone at 509-865-0725
 - By email at Advising@heritage.edu
- Be prepared for the appointment! Know your student ID# and have questions ready.

E-mail

Use e-mail for short questions that require a short answer. When sending an e-mail to your advisor:

- Use your Heritage Webmail account, your full name, and student ID number
- Use a clear subject line, such as "AP exam credit"
- Don't be too casual. Proofread and spell check!
- Expect a reply within 24 hours

Walk-in Advising

First 10 days of Fall and Spring Semesters (HEVL 2500)

- Weekdays 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 6:00 p.m.
- Speak with any available advisor on a first-come, first-served basis

Throughout the Semester (HEVL 2500)

- Occurs every weekday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
- 15-minute meetings for emergencies only. Please schedule an appointment to discuss degrees & programs and to plan future semester schedules
- Speak with the advisor on duty, on a first-come, first-served basis