OUTLINE OF SAMPLE ADVISING SYLLABUS

(Name and title)   
XXX Building   
(540) 831-XXXX   
[XXXX@radford.edu](mailto:XXXX@radford.edu)

**You can expect me to:**

* Help you understand the University's academic programs, policies, and procedures
* Discuss ways you can define and achieve your educational goals
* Help you plan your academic program and schedule appropriate courses
* Refer you to other resources when appropriate

**I will expect you to:**

* Schedule and attend advising appointments
* Prepare for appointments with printed degree audits and listed topics for discussion
* Meet with me at least once a semester
* Take responsibility for your educational decisions

**Requirements**

* You are required to meet with me at least once per semester

**Appointments**

* Make at least one appointment a semester to discuss your progress and plan the next semester's schedule
* When you have academic concerns or questions
* Please cancel if you can't make it.
* Scheduled in advance
* Schedule as many appointments as necessary
* Prepare for the meeting:
  + What did you do to prepare for the discussion?
  + What do you want to accomplish in the meeting?

**Advising Agenda: Fall Semester**

* Drop/Add
* Breaks
* Mid-term grades
* Course Withdrawal
* University Withdrawal
* Spring Registration
* Final Exams

**Advising Agenda: Spring Semester**

* Drop/Add
* Breaks
* Mid-term grades
* Course Withdrawal
* University Withdrawal
* Fall Registration
* Final Exams

**Helpful Resources:**

* The Bursar’s Office
* Center for Career and Talent Development
* Center for Accessibility Services
* Center for Diversity and Inclusion
* Dean of Students
* Financial Aid
* Harvey Knowledge Center
* Registrar’s Office
* Housing and Residential Life
* Substance Abuse and Violence Education Support Services (SAVES)