

**ACADEMIC ADVISING SYLLABUS**  
**Office of First Year Advising (FYA)**  
**Florida Gulf Coast University**

\*Reference [FGCU catalog](#) for all official academic information

**Advising Staff:** [Adam Musolino](#), [Ed Burton](#), [Jamie Gallo](#), [Patti Kirk](#)

**Office:** [McTarnaghan Hall 229](#)      **Phone:** (239) 590-7875

**General Email:** [freshmanadvising@fgcu.edu](mailto:freshmanadvising@fgcu.edu)      **Hours:** Monday through Friday 8am—5pm

**Our Philosophy:** The FGCU Office of First Year Advising believes academic counseling is an educational process through which we facilitate students' understanding of the meaning and purpose of higher education while easing the transition to college. We strive to foster intellectual and personal development that will lead toward academic success and lifelong learning. We hope you will take advantage of our resources by building a personal relationship with us during your first year in college. Since academic advising is a collaborative process requiring proactive participation by both parties in helping you achieve your academic, personal and career goals, there are a set of expectations on both sides.

**Advisor Responsibilities**

What you should expect from your advisor

**Student Responsibilities**

What we expect of you

Assist you in exploring areas of study and corresponding career options to guide your understanding of how a course may relate to an interest or academic major.	Become familiar with academic policies, dates, deadlines, program requirements, your <a href="#">FYA contract</a> , and how to navigate your <a href="#">Gulfline</a> student information system.
Maintain confidentiality – we will not discuss your academic or personal issues with parents or non-university personnel without <a href="#">your written consent</a> .	Get to know the staff in First Year Advising. Initiate <a href="#">contact</a> and seek help on a regular basis via email, phone and/or 1:1 appointments.
Understand and effectively communicate academic policies and procedures including <a href="#">how to web register</a> and complete advising related <a href="#">forms</a> . Provide referrals to other campus staff and resources when required. Respond to your questions, emails and phone calls in a timely manner.	Ask for clarification if we fail to explain an issue or concern in a way that makes sense to you or use language or terms you do not understand. <a href="#">Learn how to activate</a> and regularly check your <a href="#">Eagle Mail email account</a> for communications from university faculty, staff, and administration.
Explain why you are required to complete courses in the <a href="#">General Education Curriculum</a> in addition to <a href="#">courses within your declared major</a> .	Take responsibility for the evaluation of your academic progress – be able to find and use a <a href="#">Major Track</a> and the <a href="#">General Education Checklist</a> to track requirements.
Guide you in developing better decision-making skills and assist you in creating good relationships with professors.	Accept responsibility for decisions and actions (or inactions) which affect your educational progress and goals.
Optimize our accessibility to students through <a href="#">advising outreach efforts</a> .	Come to advising appointments prepared. Bring all advising related materials, completed <a href="#">forms</a> , <a href="#">CRNs</a> , etc...
Clarify course content and expectations. Discuss options and potential consequences of decision making.	Do not sign up for <a href="#">upper division</a> 3000-4000 level courses without obtaining formal written FYA advisor approval.
Provide you with advising assessment feedback opportunities	Know <a href="#">how and when to Check Holds</a> in Gulfline and which offices or agencies to contact for help with resolving them.
Provide easy to use streaming tutorials located on the First Year Advising " <a href="#">Freshman Schedule</a> " webpage.	Learn how to <a href="#">search for classes</a> , <a href="#">web register</a> and <a href="#">check holds</a> online and use the university <a href="#">directory</a> .
Co-facilitate academic goal setting	Become familiar with <a href="#">campus resources</a> and the <a href="#">academic calendar</a> .

## Objectives and Expected Outcomes from the First Year Student Academic Advising Experience

The following are things we expect you to learn during your first year:

- Explore your academic and career interests
- Choose your major based on discussion with advisors, faculty, [career counselors](#) and independent research
- Demonstrate an ability to make decisions concerning your academic and career goals
- Learn to use technology to assist in your academic planning and select courses each semester which help you progress toward your goals
- Utilize the [Center for Academic Achievement](#) & [Writing Center](#) to supplement your learning experience
- Learn to successfully manage your time so that you are able to complete assignments and still manage personal responsibilities (including coming to understand that sometimes you *can't* do it all)
- Carve out a place for yourself within the university by becoming involved with clubs, volunteer organizations, Greek life, becoming an Orientation Leader or a Resident Assistant, peer mentoring, etc...
- Learn the art of interacting with faculty members and university administrators constructively
- Learn to ask for help when you need it rather than attempting to deal with overwhelming situations alone
- Come to see faculty and advising staff as mentors who can guide you as you journey toward graduation
- Discover your personal learning style and learn how you can use it to be a more successful student

### Demonstrating Your Achievement of Learning Outcomes

The following are ways for you to know if you have met/are meeting the objectives above:

- Are you successfully utilizing a planner to keep track of assignment due dates and exams?
- Are you earning grades commensurate with your work in your courses?
- Do you know when important dates are coming up – or where to find them in the [academic calendar](#)?
- Do you understand the requirements of the [Gordon Rule](#), and how it applies to both English and math courses?
- Do you feel like a part of this campus community even if you are a commuter student?
- Have you had contact with at least one professor for help with an assignment or to go over a test?
- Do you know where the [Writing Center](#) and the [Center for Academic Achievement](#) are located, when they are open and what they can help you accomplish?
- Do you know [how and when to check](#) and resolve your holds?
- Are you familiar with when and how you [transition](#) to your college advisor?
- If you are a student athlete, do you know what GPA and how many credit hours you must maintain for eligibility?
- If you have a scholarship or [Bright Futures](#), do you know what GPA and how many credit hours you must maintain to keep it?
- If you are placed on [Academic Warning or Probation](#), do you know how to use [Grade Forgiveness](#) to help quickly raise your GPA?
- Do you know the difference between full and part time student status? Before seeking to [drop a course](#), have you checked into whether or not your health/car insurance, scholarships, or [Financial Aid](#) require you to maintain full-time status in order to be covered?

**Resources:** FYA "Freshman Schedule" page & Tutorials: <http://enrollment.fgcu.edu/advising/FreshmanSchedule.htm>  
First Year Advising Handbook: <http://enrollment.fgcu.edu/advising/fashandbook/>  
Major Tracks: <http://enrollment.fgcu.edu/advising/majortrackcourse.htm>  
Student Hold Key: <http://enrollment.fgcu.edu/advising/HoldMatrix.htm>  
Eagle Priority Registration: <http://enrollment.fgcu.edu/registration/ERegistration.html>  
Activate Eagle Mail email account: <http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>  
How To Activate Eagle email account:  
[http://enrollment.fgcu.edu/advising/AccountActivation/AccountActivation\\_viewlet\\_swf.html](http://enrollment.fgcu.edu/advising/AccountActivation/AccountActivation_viewlet_swf.html)  
Bright Futures: <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/BF.htm>  
Advising Transition: <http://enrollment.fgcu.edu/advising/transition.htm>  
FYA Forms: <http://enrollment.fgcu.edu/advising/advisingforms.htm>  
Gulfline: [https://gulfline.fgcu.edu/pls/fgpo/twbkwbis.P\\_WWWLogin](https://gulfline.fgcu.edu/pls/fgpo/twbkwbis.P_WWWLogin)  
FGCU catalog online: <http://www.fgcu.edu/catalog>  
AP/IB/CLEP information: <http://enrollment.fgcu.edu/advising/APIBCLEP.pdf>  
What Can I Do With This Major: <http://studentservices.fgcu.edu/Careers/majors.html>

## IMPORTANT DATES 2011

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
1	1 2 3 4 5	1 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12	3 4 5 6 7 8 9
<b>9 10</b> 11 12 13 <b>14</b> 15	13 14 <b>15</b> 16 17 18 19	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 <b>25</b> 26	17 18 19 20 21 22 23
23/30 24/31 25 26 27 28 29	27 28	27 28 29 30 <b>31</b>	24 25 <b>26 27 28 29 30</b>
<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>
1 2 <b>3</b> 4 5 6 7	1 2 3 4	1 2	1 2 3 4 5 6
8 <b>9</b> 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
15 16 17 18 19 20 21	12 13 14 15 16 <b>17</b> 18	10 11 12 13 14 <b>15</b> 16	14 15 16 17 18 19 20
22 23 24 25 26 27 28	19 <b>20</b> 21 22 23 24 25	17 18 19 20 21 22 23	<b>21 22</b> 23 24 25 <b>26</b> 27
29 30 31	26 27 28 29 30	24/31 25 26 27 28 <b>29</b> 30	28 29 30 31
<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
1 2 3	1	1 2 3 4 5	1 2 3
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 <b>10 11 12</b>	4 5 6 7 8 9 10
11 12 13 14 <b>15</b> 16 17	9 10 11 <b>12</b> 13 14 15	<b>13 14 15 16</b> 17 18 19	11 12 13 14 15 16 17
18 19 20 21 22 23 24	16 <b>17</b> 18 19 20 21 22	<b>20</b> 21 22 23 24 25 26	18 19 20 21 22 23 24
25 26 27 28 29 30	23/3 24/3 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31

**January 9<sup>th</sup>** -- Double-check course schedule/room assignments in Gulfline

**January 10<sup>th</sup>** -- Spring classes begin

**January 14<sup>th</sup>** -- Last day to drop/add for spring. **Deadline – 5pm!!!**

**February 1<sup>st</sup>** -- Login to Gulfline to check for [transition hold](#):

\*ACRONYMS: CAS – college of arts and sciences; COB – Lutgert college of business; SOE – U.A. Whitaker school of engineering; CHP – college of health professions; SON – school of nursing; COE – college of education; CPS – college of professional studies; PGM – professional golf management

**February 15<sup>th</sup>** -- New spring students login to Gulfline to check for transcript/test score holds & receipt of accelerated credit (AP/DE/IB)

**March 25<sup>th</sup>** -- Last day to withdraw from spring classes with no academic penalty. **Deadline – 5pm!!!**

**March 31<sup>st</sup>** -- Summer/Fall 2011 registration for students with 0-29 earned credit hours begins.

**April 26-30<sup>th</sup>** -- Final Exams (check your syllabus and Gulfline for time and place of exams)

**May 3<sup>rd</sup>** -- Grades viewable in Gulfline (NOTE: If you have an [Academic Warning](#) hold due to low GPA you will not be able to make any online schedule changes. Contact the [Center for Academic Achievement](#) 590-7906 for a required appointment for participation in the [Academic Retention Program](#)).

**May 9<sup>th</sup>** -- Summer A & C classes begin

**June 17<sup>th</sup>** -- Summer A classes end

**June 20<sup>th</sup>** -- Summer B classes begin

**July 15<sup>th</sup>** -- Summer C classes end

**July 29<sup>th</sup>** -- Summer B classes end

**August 21<sup>nd</sup>** -- Double-check course schedule/room assignments on Gulfline

**August 22<sup>nd</sup>** -- Fall classes begin

**August 26<sup>th</sup>** -- Last day to drop/add for fall. **Deadline – 5pm!!!**

**September 15<sup>th</sup>** – [Check and resolve holds](#) in Gulfline to ensure your ability to web register November 4<sup>th</sup> for Spring 2012 courses.

**October 12<sup>th</sup>** – [Majors Fair](#) 11 AM – 3 PM in the Student Union Ballroom

**October 17<sup>th</sup>** -- Spring 2012 registration begins for Degree students

**November 4<sup>th</sup>** -- Last day to withdraw from fall classes with no academic penalty. **Deadline – 5pm!!!**

**December 10-16<sup>th</sup>** -- Final Exams (check your syllabus and Gulfline for time and place of exams)

**December 20<sup>th</sup>** -- Grades viewable in Gulfline (NOTE: If you have an [Academic Warning](#) hold due to low GPA you will not be able to make any online schedule changes. Contact the [Center for Academic Achievement](#) 590-7906 for a required appointment for participation in the [Academic Retention Program](#)).

## IMPORTANT DATES 2012

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>							<b>APRIL</b>							
1	2	3	4	5	6	7	5	6	7	1	2	3	4	4	5	6	7	8	9	10	1	2	3	4	5	6	7	
<b>8</b>	<b>9</b>	10	11	12	<b>13</b>	14	12	13	14	<b>15</b>	16	17	18	11	12	13	14	15	16	17	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	<b>19</b>	20	21	22	<b>23</b>	24	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	26	27	28	29	25	26	27	28	29	30	31	22	23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>				
29	30	31												29	30	29	30											
<b>MAY</b>							<b>JUNE</b>							<b>JULY</b>							<b>AUGUST</b>							
			<b>1</b>	2	3	4	3	4	5	6	7	8	9	1	2	3	4	5	6	7				<b>1</b>	2	3	4	
6	<b>7</b>	8	9	10	11	12	10	11	12	13	14	15	<b>16</b>	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	17	<b>18</b>	19	20	21	22	23	15	<b>16</b>	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	<b>28</b>	19	20	21	22	23	24	25	
27	28	29	30	31									29	30	31	26	27	28	29	30	31	26	27	28	29	30	31	
<b>SEPTEMBER</b>							<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>							
						1	1	2	3	4	5	6							1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	<b>14</b>	15	16	17	9	10	11	12	<b>13</b>	14	15	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
23/30	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23/30	24/31	25	26	27	28	29					

**January 8<sup>th</sup>** -- Double-check course schedule/room assignments in Gulfline

**January 9<sup>th</sup>** -- Spring classes begin

**January 13<sup>th</sup>** -- Last day to drop/add for spring. **Deadline – 5pm!!!**

**February 1<sup>st</sup>** -- Login to Gulfline to check for [transition hold](#):

\*ACRONYMS: CAS – college of arts and sciences; COB – Lutgert college of business; SOE – U.A. Whitaker school of engineering; CHP – college of health professions; SON – school of nursing; COE – college of education; CPS – college of professional studies; PGM – professional golf management

**February 15<sup>th</sup>** -- New spring students login to Gulfline to check for transcript/test score holds & receipt of accelerated credit (AP/DE/IB)

**March 19<sup>th</sup>** -- Summer/Fall 2012 registration begins for Degree students

**March 23** -- Last day to withdraw from spring classes with no academic penalty. **Deadline – 5pm!!!**

**April 24-28<sup>th</sup>** -- Final Exams (check your syllabus and Gulfline for time and place of exams)

**May 1<sup>st</sup>** -- Grades viewable in Gulfline (NOTE: If you have an [Academic Warning](#) hold due to low GPA you will not be able to make any online schedule changes. Contact the [Center for Academic Achievement](#) 590-7906 for a required appointment for participation in the [Academic Retention Program](#)).

**May 7<sup>th</sup>** -- Summer A & C classes begin

**June 16<sup>th</sup>** -- Summer A classes end

**June 18<sup>th</sup>** -- Summer B classes begin

**July 16<sup>th</sup>** -- Summer C classes end

**July 28<sup>th</sup>** -- Summer B classes end

**November 14<sup>th</sup>** -- [Majors Fair](#) 11 AM – 3 PM in the Student Union Ballroom