

# **College of Professional and Continuing Studies**

## **Academic Advising Syllabus**

Office: 303 Levermore Hall

Phone: (516) 877-3400

Email: [cpcs@adelphi.edu](mailto:cpcs@adelphi.edu)

Website: <http://cpcs.adelphi.edu/>

Office Hours: Monday-Thursday: 8:30am-7pm  
Fridays: 8:30am-4:30pm

Administration:

Dean: Shawn O'Riley

Assistant Dean: Emily B. Wilson

Director of Advising and Student Services: Jaime Pober

**Advisors:**

Marsha Bazelais

Christina Cowan

### **What is Academic Advising?**

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

At the College of Professional and Continuing Studies, academic advisors work with students to create a plan of study and assist them with creating and completing their educational goals. Once admitted students are assigned an advisor and keep that advisor until graduation.

### **Advisee Responsibilities:**

You are expected to:

- Review your Plan of Study each semester
- Regularly read your Adelphi email
- Schedule regular appointments or contact your advisor during each semester.
- Ask questions if you do not understand something

- Accept responsibility for your decisions, including courses you registered for, major you choose and credits you enrolled in.
- Be aware of semester deadlines. This includes: semester starts and end dates, last to drop, add or withdraw from courses, payment due dates, as well as financial aid deadlines.
- Apply for graduation

### **Advisor Responsibilities:**

You can expect an advisor to:

- Communicate requirements, polices, services and procedures
- Listen and respect your concerns
- Create and maintain student's Plan of Study
- Assist students with creating and obtaining educational goals
- Review student's academic performance
- Be accessible for meetings via in person, email or phone
- Maintain confidentiality
- Review New Student Checklist (see below)

### **NEW STUDENT CHECKLIST**

- ✓ Create Plan of Study and review graduation process
- ✓ Introduce student to eCampus, email, CLASS, and Moodle.
- ✓ Inform student of various services offered on campus (see Student Services list on page )
- ✓ Provide student with instructions on how to obtain a student i.d. card as well as a parking sticker
- ✓ Inform students of Prior Learning process
- ✓ Review Drop/Add/Withdraw policies and procedures
- ✓ Select first semester courses and register
- ✓ DON'T FORGET TO CHECK OUT THE **SELF-PACED COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES ORIENTATION PAGE IN MOODLE!**

This list includes services offered by Adelphi University.

Center for Career Development: (516) 877-3130  
<http://students.adelphi.edu/career/>

Student Financial Services: (516)877-3080  
<http://ecampus.adelphi.edu/sfs/>

Office of the University Registrar: (516) 877-3300  
<http://ecampus.adelphi.edu/registrar/>

The Learning Center: (516) 877-3200  
<http://students.adelphi.edu/learningcenter/>

Public Safety: (516) 877-3500  
<http://administration.adelphi.edu/publicsafety/>

Health Services Center: (516) 877- 6000  
<http://students.adelphi.edu/sa/hs/>

Disability Support Services: (516) 877-3145  
<http://students.adelphi.edu/sa/dss/>

Student Counseling Center: (516) 877-3646  
<http://students.adelphi.edu/sa/scc/>

Swirbul Library: (516) 877-3570  
<http://libraries.adelphi.edu/>

Center for Student Involvement: (516)877-3603  
<http://students.adelphi.edu/sa//csi/index.php>

## Frequently Asked Questions

**I was able to register for one semester while my application was pending. Will I be able to register for next semester if it's still pending?**

No, you must complete all the necessary paperwork and be officially accepted into the College of Professional and Continuing Studies before you can register for another semester.

**Is it mandatory that I receive immunizations before I attend Adelphi?**

No, but it is mandatory that you complete the immunization form. Students can choose not to be immunized, but must sign the form stating that they choose not to be immunized. This form accompanies the application packet. If the form is not completed, it will place a block on your registration. For more information on immunization forms, please contact the Health Services Center at 516.877.6000.

**Am I eligible for financial aid during the time my application is pending?**

No, students are not eligible for financial aid until they are officially accepted into the College of Professional and Continuing Studies. Once accepted, College of Professional and Continuing Studies students may be eligible for a wide variety of student financial aid and loan programs.

**I applied to the College of Professional and Continuing Studies, but I am not ready to attend yet. Will I have to apply again?**

No, we can reactivate your application once you have decided you are ready to enroll—up to a year from the initial application date.

**Can I come back to the College of Professional and Continuing Studies after taking time off?**

Yes. The College of Professional and Continuing Studies welcomes returning students. We simply require a readmit form be completed and handed in to Academic Services.

**How do I apply for an Independent Study?**

Students who have demonstrated the ability to undertake independent study may, under the direction of a faculty member, engage in intense research on a topic of merit or originality. The maximum number of

Independent Study credits that may be taken as an undergraduate is 12.

**What is the difference between dropping and withdrawing from a course?**

Dropping a course will not appear on your transcript, but it may affect your financial aid status. If a student no longer wants to complete a course but it is after the drop date, the student may withdraw from a course. When you withdraw, the course appears on the transcript with a “W” in place and the student does not get credit for it. The “W” does not get calculated into the GPA.

**What is the difference between Graduation and Commencement?**

Graduation is the process of being awarded a degree. Commencement is the ceremony that is held each May after the spring semester ends.

Students must apply for graduation themselves on CLASS. Students who are within 12 credits of completion before the May commencement may still participate with the permission of College of Professional and Continuing Studies administration.

**What is Prior Learning?**

Prior learning is a process through which undergraduate students can earn college credit in diverse areas of life experience. Some examples of prior learning include military training, teaching experience, social work, foreign language proficiency, etc.

**How long will it take to complete my Bachelor's Degree?**

120 credits are required to complete a Bachelor's Degree. There is a 30-credit minimum residency requirement (courses taken at Adelphi). The number of transferable credits, the number of courses taken each semester, and the number of credits available through Prior Learning can all determine the length of time needed to complete your degree