



# Academic Advising Syllabus

*Advisors advise; students decide.*

## Undergraduate Academic Advising Contact Information

**Janice Savoie** – Senior Students; Course Planning; Convocation, Time Tabling

**Diana Sharpe** – Academic Probation; Discontinuance; Re-admittance; Student Appeals; First Years

**Melissa Berwald** – First and Second Year Students; Transfer Credits; Study Abroad; Course Planning; LOP's

**Make an appointment with any of us online!**

## What is Academic Advising?

Academic advising is a collaborative process between students and advisors. We work together to meet student learning outcomes and help ensure student success. This relationship requires participation and involvement of both the advisor and the student. Therefore, both the advisor and student have important responsibilities to help ensure the advising partnership is successful. *- Community College of Aurora*

## Who are Academic Advisors?

**TEACHERS** – who empower students to take responsibility for their academic success.

**MENTORS** – who work with students to reach their goals.

**GUIDES** – who help students navigate their post-secondary experience.

**RESOURCES** – who serve as a point of contact and refer students to campus services.

**EXPERTS** – who help students understand the university, its programs and curricular requirements, and related learning opportunities.

**ADVOCATES** – who comply with freedom of information and protection of privacy legislation to protect students' privacy and rights.

**Your Journey.  
Your Academic Advisor.**



**Helping you  
navigate your way.**

## Learning Outcomes of Advising

1. **Knowledge:** demonstrate a working knowledge of program requirements, career options, campus resources and enrichment activities.
2. **Critical thinking:** demonstrate the ability to identify goals, construct short-term and long-term plans, respond and adapt to changing situations, interpret program requirements, make complex decisions, solve problems, engage in self-reflection and evaluate actions.
3. **Communication:** demonstrate the ability to communicate clearly and effectively.

- Kansas State University

## Student Responsibilities

- Get to know your advisor;
- Schedule (and keep) regular appointments;
- Be an active learner by participating fully in advising meetings;
- Ask questions if you do not understand an issue or have a specific concern with your advisor.
- Invest the appropriate time and energy in order to successfully complete coursework;
- Know important dates and deadlines (registration, drop/add, final exams, etc.)
- Check all of your e-mail accounts on a regular basis;
- Accept responsibility for decisions and actions;
- Be open to considering ideas and recommendations made by your advisor.

## Advisor Responsibilities

- Create an environment where mutual respect and trust allows students to define and achieve realistic academic goals;
- Teach students how to navigate the learning and information systems of the University;
- Help students develop a holistic view of their academic plans in order to balance academic and personal demands;
- Actively listen to student concerns/questions;
- Assist students with their decision-making skills;
- Help students understand university policies, regulations and degree/program requirements (such as repeating courses, academic probation, RTD's, academic misconduct);
- Effectively communicate how and when to use student support services on campus;
- Make referrals to appropriate resources when necessary;
- Assist students in course selection and in creating academic plans;
- Maintain confidentiality of ALL student records;
- Support student learning and diversity through non-biased, anti-oppressive interactions.

## Goals of Advising Relationships

### ➞ Transitioning and Adjusting to University

- Explore your academic and career interests;

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- Explore interpersonal factors related to academic and career goals;
- Clarify your personal values, especially as they relate to academic and career choices;
- Assess your strengths and skills;
- Use multiple resources to maximize your undergraduate experience (advisors, study groups, student organizations, volunteering, electives, and student services).

### ➔ Academic Exploration & Personal Development

- Focus on your interests and study one of them in more depth;
- Continue assessing and developing your skills, strengths and interests;
- Explore connections between your interests and strengths and potential careers;
- Discuss opportunities for experiences that will help you clarify your goals;
- Discover how your interests and skills apply to the world of work;
- Research multiple career options to find the best fit;
- Be able to articulate what you are studying and why.

### ➔ Transitioning out of College into Career or Graduate School

- Plan for graduation;
- Explore post-graduate opportunities (graduate school, careers, travel, etc.).




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*YoUR Journey. YoUR Academic Advisor.*

*Navigating University regulations and academic programs can be a challenge, but you are not alone on your journey. Whether your path is direct or winding, your academic advisor will walk with you, guiding you through the rocky patches, maneuvering you around obstacles, and helping you find the ideal road to your destination.*

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**Acknowledgement:** This syllabus has been inspired by, and adapted for the U of R, from advising syllabi at the following institutions: Kansas State University, Neumann University, Community College of Aurora, University of British Columbia and University of Victoria.

## Resources

[Information Services Support Centre](#)

[Student Success Centre](#)

[UR International-Student Services](#)

[Centre for Student Accessibility](#)

[Libraries](#)

[Student Awards and Financial Aid](#)

[Registrar's Office](#)

[UR Student Mental Health](#)

## Emergency Contact Information

[Campus Protective Services](#) 306-585-4999  
-4999 from a UR phone

[Canadian Mental Health Association](#)

[Suicide Crisis Helpline](#) 9-8-8

[Regina Mobile Crisis](#) 306-757-0127

[Regina Sexual Assault Centre](#) 306-522-2777

[Trans Lifeline](#) 1-877-330-6366

[First Nations and Inuit Hope for Wellness Helpline](#)

1-855-242-3310