

# Advising Syllabus

## Thomas Harriot College of Arts & Sciences (THCAS) Academic Advising & Resource Center

### Contact Info:

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**Website:** <https://thcasadvising.ecu.edu/>

**Hours:** MTWRF 8:00 am-5:00 pm

**Facebook:** [T.H.C.A.S Academic Advising and Resource Center](#)

### Professional Advisors:

Director: **Rhonda “LeAnn” Taylor** [EtheridgeR@ecu.edu](mailto:EtheridgeR@ecu.edu)

Associate Director: **John Trifilo** [TrifiloJ@ecu.edu](mailto:TrifiloJ@ecu.edu)

Lead Advisor: **Peggy Newsome** [AtkinsonPE@ecu.edu](mailto:AtkinsonPE@ecu.edu)

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Advisor: **Taylor McFarland** [McfarlandT23@ecu.edu](mailto:McfarlandT23@ecu.edu)

Advisor: **Mary Myers** [MyersMa23@ecu.edu](mailto:MyersMa23@ecu.edu)

Faculty advisors can be found at [departmental websites](#)

*You will be listed as an “Intended” major and have a professional advisor in our office. After you complete basic requirements for your major (which varies by major) you will be “Officially Declared” and will receive a Faculty Advisor for your remaining semesters at ECU (with exception of Criminal Justice students who will transition to a different professional advisor).*

Our **Advising Philosophy** is that advising is a developmental process. Advisors *assist* students in clarifying life goals and in developing educational programs to realize these goals. Although the ultimate responsibility for making decisions about life goals and educational plans rests with the student, the academic advisor is in the unique position of helping the student identify and assess the alternatives and the consequences.

### Objectives of Advising are to help students:

- Understand policies & procedures at ECU.
- Define your educational objectives which utilize your interests, aptitudes, and career goals.
- Understand general education requirements and major/minor requirements so that you make consistent progress towards a timely graduation.
- Understand the relationship between your chosen major and your future plans (career/professional).
- Utilize campus resources to improve your academic experience (Advisor, Professors, ECU website, Career Center, Pre-Professional Advising Center, Pirate Academic Success Center, Math lab, Counseling Center, etc.).
- Explore extracurricular activities to enhance your education and overall college experience.
- Understand that your success as a college student is your responsibility.

## Student & Advisor Responsibilities:

To accomplish the objectives above, your <b>ACADEMIC ADVISOR</b> will. . .	To accomplish the objectives above, the <b>STUDENT</b> will. . .
Educate you about institutional policies and procedures, important academic dates, general education requirements, major/minor requirements, and campus resources.	Learn how to utilize the undergraduate catalog & ECU websites to search for academic calendars, policies & procedures, general education, major/minor requirements. Learn how to use Student Self Service to register for classes, view academic transcript & academic standing, and track progress towards graduation using Degree Works.
Provide accurate, relevant information to you as it becomes available (usually via ECU e-mail account).	Check ECU e-mail account on a regular basis and communicate with your advisor as needed.
Actively listen to your questions and concerns and take steps to provide information and support as needed.	Be proactive in seeking guidance when needed. Communicate honestly with your advisor with regards to your academic progress.
Assist you in exploring areas of study in order to help you choose appropriate majors, minors, and concentrations.	Reflect on your interests, values, and skills in order to pick a discipline that is a good fit for you. Take a variety of courses in different disciplines to help you explore different majors and career options.
Refer you to campus services, organizations, and faculty and staff members as needed.	Communicate with your advisor if assistance is needed and follow up on referrals as needed.
Assist you in establishing goals and help you track your progress towards those goals. Provide honest feedback.	Set short- and long-term academic goals and maintain progress towards those goals. If goals are not realistic, work to set new goals.
Meet with you regularly to assist you in progressing towards graduation.	Be proactive in scheduling meetings with your advisor each semester. Be prepared for all advising appointment by reviewing Degree Works and knowing which classes you need to take in order to graduate in a timely manner. Show up on time for all appointments.
Assist you in the development of critical thinking skills.	Accept responsibility for your decisions, actions, and academic progress. Do not blame advisors or instructors.

## FAQs:

**How to Request an Appointment with your Professional Advisor** Once you are assigned to someone in our center, you will be emailed a link to their bookings calendar. You can then schedule a phone, video or in person appointment. Please provide detailed information so advisor can prepare for appointment. You are expected to meet with your advisor every semester to discuss your progress and receive your new registration PIN. Failure to meet with your advisor may result in delay of registration.

**Appointments No Show Policy/Cancellation of Appointments** We recognize that situations arise that may create the need to re-schedule or cancel an appointment. If you must cancel, please try to cancel with at least a 24 hour notice to allow other students to secure that spot. During our peak advising periods, appointment times are a premium. In an effort to be fair to all of our students, if you fail to keep your appointment, you will be considered a “no-show.” If the advisor sees you have a pattern of “no-shows” you will not be allowed to schedule an appointment until after the last registration window opens (which will delay your registration).

**Preparing for your Advising Appointments** Before meeting with your advisor, students should be prepared! See detailed steps on our website under “[registration process](#)”.

**Drop-In Availability** We strive to be accessible to our students, but there is typically 1 advisor to every 300-500 students. If you need assistance with only a quick answer that will take 5 minutes or less (such as you need a referral or you need to drop a class), you may drop into our office and an advisor will assist you if available. The office staff may request that you schedule an appointment if they believe your inquiry cannot be satisfactorily addressed within 5 minutes OR if the advisor is booked with appointments/meetings. To be certain you don’t have to wait—it is best to schedule an appointment or send your question via email.

**Registration** In order to register for classes, you will need to obtain a registration PIN from your academic advisor. This PIN changes each semester. Because you register for the next semester in the middle of a semester, you will not have final grades. You should discuss your academic progress with your advisor and let him/her know (honestly) how you are doing in each of your courses. If you fail to meet the pre-requisites for courses in which you have signed up for in the next semester, it is your responsibility to adjust your schedule accordingly. Contact your advisor with any questions.

**Your “Intended” Major** You enter ECU as a student with an “intended” major. It is natural to change majors! Please *communicate* with your advisor when you are uncertain as to your major or if you want to change majors.

**Graduate/Professional School** If you are interested in a graduate/professional program (law, medicine, pharmacy, etc.) please *communicate* this to your advisor! You will also be expected to research these programs and learn the requirements for the various schools in which you plan to apply (but we can help guide you). The [Center for Pre-Professional Advising](#) is also a resource to you.

**Degree Works** [Degree Works](#) is a tool used to help you view your requirements for graduation. You may also create a plan of study to map out your degree requirements while at ECU. A plan will help you graduate on time and on budget.

## ECU Website ([www.ecu.edu](http://www.ecu.edu)) Important Places:

- Check out our [advising website](#)
- Check out an “A to Z” index for an alphabetical listing of pretty much anything you need to know. Always start here to begin your search (Registrar, Financial Aid, Cashier, Undergraduate Catalog, Career Center, etc.)
- Check out the “[undergraduate catalog](#)” (look under University Catalogs) for major/minor requirements.
- Check out the “[academic calendar](#)” link for important dates (last day to drop/add classes, final exam, etc.)
- Check out “Pirate Port” for lots of important information (including announcements, links to Student Self Service, tuition statement & payment information, financial aid account information, etc.)

## Advising Calendar (your advisor is here to help with all of these steps):

SUMMER	June/July	Pay your tuition before the <a href="#">schedule cancellation deadline</a> . Visit “Tuition and Fees” for <a href="#">important dates</a> , <a href="#">tuition payment options</a> , and more. Failure to do so will result in your fall schedule being cancelled.
		If you are receiving financial aid, make sure you know the name of your <a href="#">financial aid counselor</a> (all counselors are assigned by student’s last name) and consult with questions as needed.
		Volunteer or participate in internships or job shadowing. Research various careers.

FALL	August/September	Review your schedule. Consult <a href="#">academic calendar</a> for important dates (ex. last day to withdraw/add).
	September/October	Meet with academic advisor to discuss progress in current classes and receive registration advice and new PIN for next semester.
	October/November	Each October, File your new FAFSA (must be updated each academic year) and apply for scholarships through <a href="#">ECUAward</a> . Most ECU Scholarships open November 1 and close mid January.
	December	Look on your unofficial academic transcript to see final grades and academic standing. Adjust your next semester's schedule if necessary. Email your advisor with questions/concerns.
		Pay your tuition before the <a href="#">schedule cancellation deadline</a> . Visit "Tuition and Fees" for <a href="#">important dates</a> , <a href="#">tuition payment options</a> , and more. Failure to do so will result in your spring schedule being cancelled.
SPRING	January/February	Review your schedule. Consult <a href="#">academic calendar</a> for important dates (ex. last day to withdraw/add).
	March	Meet with academic advisor to discuss progress in current classes and receive registration advice and new PIN for next semester.
		Registration for summer also begins now (if you want to catch up or get ahead!). If you are NOT in good academic standing, talk with your advisor <u>before</u> registering for any summer courses.
		For those taking courses at ECU and receiving financial aid, the summer school financial aid application is posted each March.
SUMMER	May	Look on your unofficial academic transcript to see final grades and academic standing. Adjust your next semester's schedule if necessary. Email your advisor with questions/concerns.
		Pay your summer school tuition before the <a href="#">schedule cancellation deadline</a> . Visit "Tuition and Fees" for <a href="#">important dates</a> , <a href="#">tuition payment options</a> , and more. Failure to do so will result in your schedule being cancelled.

## Advising Timeline (your advisor is here to help with all of these steps):

Freshman (0-29 hours)	Learn how to navigate ECU's website including <a href="#">Academic Calendar</a> .
	Know the requirements for your major (including how to understand <a href="#">Degree Works</a> , the <a href="#">registration schedule</a> , and <a href="#">how to register for classes</a> ).
	Familiarize yourself with <a href="#">General Education</a> requirements.
	Explore your interests and abilities through academic courses; work to enhance academic performance.
	Join clubs/organizations (including major/career related) through <a href="#">The Pirate Experience</a> and start planning for <a href="#">Study Abroad</a> opportunities!
	<a href="#">CAREER EXPLORATION</a> : Explore majors & careers through assessments (found on Career Center website). Establish your Handshake account to unlock over 800 internships, CO-OP, and job opportunities. Volunteer or obtain part time job to broaden your experience and begin your resume.
	Talk with a career counselor about your major.

Sophomore (30-59 hours)	Assess your performance in your major and college in general. If you are struggling, talk with your advisor about <a href="#">academic resources</a> .
	Create a tentative outline of your remaining semesters using <a href="#">Degree Works</a> .
	Seek leadership positions in clubs/organizations (including major/career related) through <a href="#">The Pirate Experience</a> .
	<b>CAREER EXPLORATION:</b> Attend career fairs to research potential careers. Talk to professionals in career fields you are considering. Talk with faculty members in your major of interest. Volunteer or obtain part time job <u>in your field</u> to enhance resume skills. Update your resume. Talk with a career counselor about job/internship opportunities. (Consult career counselor for assistance.)
Junior (60-89 hours)	Discuss graduate/professional school, scholarships, internships, research opportunities, etc.
	Review graduation requirements in Degree Works. Consult Academic Advisor with questions.
	Take standardized tests (if/when appropriate) and research/apply to graduate/professional schools.
	<b>CAREER EXPLORATION:</b> Attend career fairs to obtain internship opportunities. Seek leadership positions in co-curricular activities. Participate in a practice mock interview. Update your resume and establish LinkedIn profile. Establish references. Research graduate/professional school options. Create a plan for your job search after graduation. (Consult career counselor for assistance.)
Senior (90 + hours)	Review graduation requirements with your Academic Advisor and <a href="#">apply for graduation</a> .
	Update your Degree Plan using <a href="#">Degree Works</a> .
	<b>CAREER EXPLORATION:</b> Meet with your Career Counselor to discuss job search strategies and have resume critiqued. Attend Career Center workshops on job search strategies, resume writing, and job interviewing. Establish a reference list. Research companies. Notify Career Center and Alumni Affairs Office once you have accepted a job offer!
Graduation!	Keep in touch with your Major Department. Notify them of your employment status and you may be asked to visit and talk with current ECU students about your collegiate experiences and job opportunities!
	We want to hear from you about your plans after graduation! East Carolina University conducts a First Destination Survey to gather data from our recent graduates to better understand the path our students take after receiving their degree. It is a short, five-minute survey that includes questions about your employment status and further education after graduation. The data collected through the survey are confidential, and results are reported in aggregate form. <b>So that we can send you a link to the survey in 6-months, please take a moment to update your <a href="#">personal email address</a> and <a href="#">Add cell phone number</a> in PiratePort under My Information.</b>

## WORDS OF ADVICE TO ADVISEES:

- College is NOTHING like high school. The course work, topics covered, and depth of materials are more complex, set at a faster pace, and require more/better study habits. College also gives you more responsibility academically (choosing classes, making your own schedule, etc.) while simultaneously removing you from your high school support system, putting more responsibility on you outside of academics, too.
- Get to know your instructors. Visit them during their office hours to ask questions about material you find difficult or to pursue ideas more in depth. If you are considering a major in that discipline, talk with them about it. Ask questions and make connections.
- Seek help as soon as you start to struggle. ECU offers many free resources such as the Career Center, Pre-Professional Advising Center, Pirate Academic Success Center, University Writing Center, Math lab, Counseling Center, and more. These are all included in tuition so take advantage of them when needed.
- Create a study schedule/plan because you will have to study. (It is recommended you study 2-3 hours for every hour you are in class. Ex: if you are taking 15 hours, you need to study an average of 30-45 hours per week.) Think of being an ECU student as your full-time job.

- Attend every class, even if there is no attendance policy (trust us on this.). Attendance is KEY to your success.
- Prepare before every class. Read the assigned chapters before class so you will understand the topics covered.
- Review after every class. It will make studying so much easier if you review a little each day vs cramming before a major test or assignment.
- Prioritize. Remember *why* you are here.
- Get involved! Have fun— there are tons of student clubs, organizations, sports, leadership opportunities, Greek Life choices, volunteer options, and so much more.
- Don't stress *too much*. Just do the best you can!
- Don't "over plan" your life. It is good to have a plan, but a lot can change between now and the time you graduate. Don't be surprised if those plans change and be open to those changes.
- **FINALLY, communicate with your advisor! We can help but only if we know what's going on.**

## Title IX Statement

East Carolina University is committed to equality of opportunity and does not discriminate against applicants, students, employees, or visitors based on race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information, or disability. Any student who has an issue or concern in regard to his or her rights under Title IX may inquire first with the [Dean of Students Office](#).

## ECU Indigenous Land Acknowledgement

We acknowledge the Tuscarora people, who are the traditional custodians of the land on which we work and live, and recognize their continuing connection to the land, water, and air that Greenville consumes. We pay respect to eight recognized tribes: Coharie, Eastern Band of Cherokee, Haliwa-Saponi, Lumbee, Meherrin, Occaneechi Band of Saponi, Sappony, and Waccamaw-Siouan, all Nations, and their elders past, present, and emerging.

## Academic & IT Support

**Joyner Library:** Please visit the ECU Joyner Library for help with on and off-campus questions or regarding issues accessing their resources. Joyner Library offers a variety of resources to support distance education students.

<https://library.ecu.edu/help/>

**IT Help Desk:** The ECU IT Help Desk can assist with IT-related questions. For more information please visit:

<https://itcs.ecu.edu/pirate-techs/>

**Canvas Help:** For any Canvas related questions, use the [Canvas Help](#) button.

**Disability Support Services:** East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must be registered with the Department for Disability Support Services located in Slay 138, 252-737-1016. [Accommodation Information & Processes](#).

Additional DSS student resources can be found at: <https://accessibility.ecu.edu/students/>