

Academic Advising Syllabus

Mission: University Advising Services (UAS) is committed to creating a collaborative, learning-centered environment to engage students in the development and implementation of meaningful educational goals, academic planning, and access to University resources and services while providing support to achieve lifelong educational, personal and career goals.

Students will work with their advisor to meet the following learning outcomes:

1. Student understands their role and responsibility in an effective academic advising relationship
2. Student understands the requirements of their intended/declared major program
3. Student is familiar with campus resources to help reach their academic and career goal

Student Responsibilities

- Read your Rowan student email.
- Schedule an appointment with your academic advisor at least once a semester to discuss course selection, progress toward graduation and career goals.
- Reach out for help when academic or personal challenges arise.
- Read and understand University policies and procedures, including self-registration, withdrawal deadlines, and others listed in the Student University Handbook.
- Use Rowan's online systems including the Rowan Success Network, Self-Service/Banner, GRAD, and Section Tally.
- Learn your degree requirements, benchmarks, and graduation timeline.
- Identify and create your own personal goals that are consistent with your interests and abilities.
- Utilize your campus resources as needed, including Tutoring Services, Office of Career Advancement, Counseling & Psychological Services, etc.
- Invest yourself in the educational process and take responsibility of your own decisions and actions.

Advisor Responsibilities

- Understand and effectively communicate degree requirements and University policies and procedures.
- Support students in attaining their educational and career goals.
- Refer students to appropriate campus resources.
- Provide reasonable accessibility to students for advising meetings.
- Assist students in the development of a plan for timely graduation.
- Maintain appropriate confidentiality and adhere to FERPA guidelines.

Who is my Advisor?

Name: _____

Phone/Email: _____

Location: _____

Advising Resources

[University Advising Center](#) – Assists students in the Exploratory Studies program and students considering a change of major

[College of Education Advising Center](#) – Assists students interested in and enrolled in teacher certification programs

[University Transfer Services](#) – Supports transfer students as they join the Rowan community

[Rowan Success Network](#) – System to connect with an advisor and other members of your Rowan network

[Self-Service/Banner](#) – System to register for classes and view student records including transcripts, billing and financial aid info

[Section Tally](#) – System to view course availability and identify General Education and Rowan Experience courses

Campus Resources

[Academic Success Center](#)

Savitz Hall, 3rd floor
856-256-4259

successcenter@rowan.edu

[Bursar](#)

Savitz Hall, 1st floor
856-256-4477

bursar@rowan.edu

[Counseling and Psychological Services](#)

Winans Hall
856-256-4333

[Education Abroad](#)

Savitz Hall, 3rd floor
856-256-4105

studyabroad@rowan.edu

[Financial Aid](#)

Savitz Hall, 1st floor
856-256-4250

financialaid@rowan.edu

[Public Safety](#)

Bole Annex
856-256-4922

[Office of Career Advancement](#)

Savitz Hall, 2nd floor
856-256-4456

careers@rowan.edu

[Registrar](#)

Savitz Hall, 1st floor
856-256-4390

registrar@rowan.edu

[Student Activities](#)

Chamberlain Student Center
856-256-4606

studentcenter@rowan.edu

[Testing Services](#)

Savitz Hall, 3rd floor
856-256-4263

testingservices@rowan.edu

[Tutoring Services](#)

Savitz Hall, 3rd floor
856-256-4462

tutoring@rowan.edu

[University Bookstore](#)

Barnes & Noble
856-881-5960

[University Housing](#)

Savitz Hall, 1st floor
856-256-4226 ext. 1

housingquestions@rowan.edu

[Wellness Center](#)

Winans Hall
856-256-4333

[Writing Center](#)

Campbell Library, 1st floor room 131
856-256-4376

writingcenter@rowan.edu

Additional Resources

[Academic & Department Websites](#)

[Academic Policies](#)

[Blackboard](#)

[Information Resource Technology](#)

[Prof Jobs](#)

[ProfLink](#)

[Rowan Online Portal](#)

[Student Email](#)

[Scholarship Programs](#)

University Advising Services

Savitz Hall, 3rd floor
856-256-4459
advise@rowan.edu