UNDERGRADUATE ACADEMIC ADVISING SYLLABUS

LOCATION Elliott School of International Affairs, 1957 E St, NW, Suite 302, Washington, DC 20052

OFFICE HOURS Monday thru Thursday: 8:30am-5:30pm; Friday: 8:30am-5:00pm

PHONE (202) 994-3002

EMAIL advising@gwu.edu

WEBSITE http://elliott.gwu.edu/undergraduate-programs

HOW YOU CAN DEVELOP A PRODUCTIVE RELATIONSHIP WITH YOUR ADVISOR

• Learn the curriculum and your degree requirements.
• Learn and follow Elliott School and University policies
• Complete and continue to update your Four Year Plan and monitor your degree progress
• Register for classes and make adjustments to your schedule as needed
• Learn about and make use of campus resources
• Communicate with your advisor regularly
• Keep a personal record of communications with University representatives (faculty, advisors, staff)
• Be proactive in seeking assistance when needed
• Make informed decisions and take responsibility for your academic career
• Read and respond to your GW e-mail and read the Undergraduate Academic Advising weekly eNewsletter

HOW YOUR ACADEMIC ADVISOR CAN HELP YOU

• Help you learn and understand the curriculum and your degree requirements.
• Help you understand Elliott School and University policies and regulations.
• Help you understand how to create a Four Year Plan.
• Monitor your progress toward degree completion and help you plan for graduation.
• Provide advice on courses, programs and other learning opportunities.
• Help you choose and declare a concentration, minor or second major.
• Provide information about campus resources.
• Be available and prepared for advising appointments.
• Discuss study abroad opportunities and co-curricular activities.
• Respond to e-mails in a timely manner.
• Maintain confidentiality.

MISSION STATEMENT

The Elliott School of International Affairs Office of Academic Advising and Student Services empowers students to develop goals, navigate academic programs, utilize available resources, explore the field of international affairs, and become responsible global citizens.

DEFINITION OF ACADEMIC ADVISING

Academic advising is a series of intentional interactions between a student and an academic advisor that take place throughout a student’s educational career. These interactions encourage the student’s self-efficacy and “assist students in the development of meaningful educational goals that are consistent with personal interests, values and abilities” (NACADA, 2003). While students are ultimately responsible for creating their schedules and meeting all degree requirements, academic advisors serve as guides to students as they pursue their degree.

ADVISOR ASSIGNMENTS AND CONTACT INFORMATION

Morgan Quijano A-Bur; Ks-Led mquijano@gwu.edu Tammy Wiles, Director
Amy Stearns Bus-Ci; Lee-Lev serridge@gwu.edu Daniel Ditlevson, Administrative Assistant
Rebecca Johnson Cm-Ga; Lew-Log rjohnson@gwu.edu
Paul Wagner Gb-Jo; Loh-Mak tsd1047@gwu.edu
Sarah Squire Jp-Kn; Ko-Kr srquire@gwu.edu
In Transition Ko-Mik See interim advisor
Chandra Holloway Mil-Rem; Md-Mik chollow@gwu.edu
Alyce Haley Ren-S; Mal-Mas alycehaley@gwu.edu
Debbi Washington T-Z; Mat-Mc debbiw@gwu.edu

See interim advisor

IN TRANSITION

Ko-Mik
### STUDENT LEARNING OBJECTIVES

#### Freshman Year
- Familiarize yourself with the registration process and all relevant dates and deadlines.
- Learn the Elliott School curriculum.
- Begin or continue your study in a foreign language to work toward third year proficiency.
- Become familiar with Career Center resources.
- Attend office hours to get to know your faculty.
- Participate in volunteer opportunities.
- Begin to think about which group concentration you would like to study.

#### Sophomore Year
- Visit the GW Study Abroad website and consider studying abroad; attend the fall Study Abroad Fair.
- Get involved on campus through one of the many student organizations related to your interests.
- Declare your group concentration.
- Consider pursuing a minor (secondary field of study) or a second major if interested.
- Consider internships, research or other out of the classroom opportunities to help you solidify your academic goals.

#### Junior Year
- If studying abroad, finalize your plans, submit your application(s) and go abroad!
- Meet with your advisor to ensure you are on track to graduate.
- If you plan to continue your education, research graduate school options.
- Become more involved in your co-curricular activity and seek out a leadership role.
- Build on relationships with faculty/staff members.

#### Senior Year
- Apply for graduation at the beginning of the semester in which you will be completing your requirements.
- Prepare for life after GW.
- Ask faculty/staff members who you have formed relationships with for recommendations if needed.
- Complete all of your remaining courses successfully.
- Attend commencement and graduate from GW!

### WAYS TO ENGAGE THE ADVISING OFFICE

**Advising Appointments:** Appointments with advisors can be scheduled online at [http://elliott-ugrad-advising.youcanbook.me/](http://elliott-ugrad-advising.youcanbook.me/). Appointments cannot be scheduled via email and same-day appointments cannot be accommodated. Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time.

**Express Advising:** Express advising services are available Monday thru Friday, 11:00 am -1:00 pm, on a first-come, first-served basis. Express advising questions should not require more than a 5-10 minute response and cannot require access to student records.

**Examples of questions that can be covered during express advising:** Is it possible for me to take a class pass/no pass? What form do I use to declare a minor? Why am I not able to register for this course on GWEB?

**Examples of questions that cannot be covered during express advising and require an appointment:** Am I on track to graduate? Is it possible for me to fit in a second major and still graduate on time? Can my study abroad courses count towards my requirements?

**Quick Start and Registration Advising:** During the first two weeks of classes and during registration, all academic advisors are available on a first-come, first-served basis between the hours of 2:00-4:00pm. Students are able to meet with the first available advisor or their assigned advisor (though selecting this option can result in longer wait times). Questions are not limited to "short questions;" meetings may take longer than ten minutes (but will not exceed thirty minutes); and advisors have full access to student records. Regular appointments are also offered during this time, but not express advising.

**Peer Advising:** Peer advisors are trained and experienced Elliott School upper-classmen who can provide useful insight into academic life in the Elliott School and at GW. Peer advisors hold regular office hours, as well as online advising hours during the fall and spring semesters. Peer advisor office hours vary, so you should consult the reception desk to inquire about hours. You can follow the Peer Advisors on Twitter @ESIAPeerAdvisor and like them on Facebook (Elliott School Peer Advising).

**Emailing your advisor:** Email is an additional way to communicate with your academic advisor. You are encouraged to email your academic advisor with brief questions and concerns; however, academic planning or involved issues require more time and students are better served by scheduling an appointment.