



## World Campus Advising Syllabus

### **The Pennsylvania State University's Advising Policy (Senate Policy 32-00)**

The objectives of the University's academic advising program are to help advisees identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in-and out-of class educational opportunities in order that they become self-directed learners and decision makers.

### **Mission Statement:**

The World Campus advising team is committed to providing a lifelong connection for students to The Pennsylvania State University. As a student-centered support system, the advising team guides students toward developing sound educational plans, while also being advocates for students and supporting their academic needs. Through these efforts, World Campus advisers seek to empower students to be self-directed in their educational pursuits, take responsibility for their own education, and promote active and lifelong learning.

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**Responsibilities of Students and Advisers**—Both advisers and advisees share responsibility for making the advising relationship succeed (Senate Policy 32-30).

### **Adviser Responsibilities:**

1. Provide accurate and timely information regarding academic policies and procedures.
2. Refer students to the appropriate sources of information, services and offices.
3. While promoting active learning, advocate for and support the student.
4. Accommodate student inquires through multiple means of communication, adjusting work schedule when able to meet student needs.
5. Prepare for all pre-scheduled meetings with students.
6. Document all interaction with, and on behalf of, students.

### **Student Responsibilities:**

1. The student will become familiar with institutional policies and procedures by utilizing available resources. (See list provided at end of syllabus.)
2. When emailing, students with active access accounts will communicate with Penn State offices using their Penn State email address and include Penn State student ID number in the correspondence.
3. Prior to course registration each semester, students are responsible for contacting their adviser to review their course selections should the student not understand their degree requirements. If students would like to meet with their adviser, they will:
  - Prepare for the meeting by drafting a list of questions
  - Review previous correspondence between themselves and the adviser
  - Run, review, and have a current degree audit available prior to the meeting

4. Students will take ownership of their course selections, academic decisions, and completion of graduation requirements.
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### **Advising Learning Outcomes for Students: Building Foundation (by end of first semester)**

Students will:

1. Have learned and completed new student on boarding process, which may include the completion of and/or participation in new student orientation; Smarter Measure; ANGEL tutorial; completed FAFSA (following up with Office of Student Aid with questions); completed placement exams as recommended by adviser; completed eLion demonstration.
2. Become familiar with major requirements through review of and access to degree audits via eLion, and understand how transfer credits have been applied (as appropriate).
3. Know how to run degree audit, interpret remaining degree requirements, and schedule appropriate courses via eLion.
4. Integrate self into World Campus through online communities and groups (as appropriate).

### **Formulate Understanding (by end of second semester)**

Students will:

1. Recognize general education requirements, and review general education courses that fulfill degree requirements.
2. Be familiar with available University resources, and understand appropriate resources for issues or concerns; including, but not limited to, Office of Disability Services, Career Counseling for integrated academic planning, Office of Veterans Programs.
3. Understand avenues to pursue prior learning assessment and alternate credit acquisition.

### **Generate Expertise (by end of third semester)**

Students will:

1. Actively integrate and implement specifications of degree requirements and general education principles.
2. Articulate needs and identify appropriate resources to meet student needs.
3. Feel empowered to advocate on behalf of themselves by taking initiative to address issues related to academic, financial, adjustment, or future and career planning without adviser prompting.

### **Achieve Your Goals (by final semester)**

Students will:

1. Notify appropriate adviser after completion of last course (certificate students only).
2. Activate intent to graduate indicator on eLion at beginning of last semester.
3. Recognize and investigate value of Penn State alumni resources.

### **How to contact World Campus or Continuing Education Advisers:**

Website: <http://student.worldcampus.psu.edu/academic-advising-UG>

Phone: 800-252-3592, option 1, then option 2; 814-863-3283

Email: [advising@outreach.psu.edu](mailto:advising@outreach.psu.edu)

Hours: Monday through Thursday, 8:00 a.m.–9:00 p.m. Eastern Time; Friday, 8:00 a.m.–5:00 p.m. Eastern Time

Your assigned academic adviser's contact information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Hours: \_\_\_\_\_

Email: \_\_\_\_\_

Instant Messenger: \_\_\_\_\_

Skype (by appointment only): \_\_\_\_\_

### Commonly Used Student Resources:

- **Advising @ PSU**—*Advising subject index and information regarding University-wide academic policies and procedures* <http://advising.psu.edu/topcodes.htm>
- **Student Aid**—*Information regarding student financial aid, loans, and scholarships, and eligibility* <http://studentaid.psu.edu/>; <http://student.worldcampus.psu.edu/paying-for-my-education/financial-aid>
- **Schedule of Courses**—*Up-to-date and current information about course offerings, availability, and detailed course information* <http://schedule.psu.edu/search.cfm>
- **University Registrar**—*University academic calendars, registration policies, student forms, academic action requests, and graduation information* [www.registrar.psu.edu](http://www.registrar.psu.edu)
- **Current World Campus Students and My Backpack**—*Information for active students, student services, technical support, academic resources, and online communities; enables students to simultaneously log into ANGEL, Penn State webmail, and eLion* <http://student.worldcampus.psu.edu/?status=undergraduate>
- **Your Courses: How-to Guide**—*Step-by-step instruction to start your first semester, information for during your semester, and end-of-semester action* <http://student.worldcampus.psu.edu/your-courses-how-to-guide-UG>
- **Transfer Credit Tool**—*Enables students to see how courses from other institutions are likely to transfer to Penn State* <http://admissions.psu.edu/academics/credit>
- **Bursar**—*Payment information for student tuition bills, financial credits, and other student fiscal matters* <http://bursar.psu.edu>; World Campus Student Financial Services 814-863-8300
- **eLion**—*Student account management site; includes functions of scheduling courses, updating contact information, running degree audits, viewing unofficial transcripts, view grades, semester schedule adjustment* <https://elion.psu.edu>