

# DRAFT

## Academic Advising At Stony Brook



### The Undergraduate College Advisor-Student Relationship

Undergraduate College Advisors are available to help you make good decisions about a wide range of topics relevant to your academic and personal success such as answering questions about academic policies, appropriateness of general education courses, tips and strategies for success and guidance with adjusting to college life. The relationship you build with your Undergraduate College Advisor is important and is reciprocal in nature. Both you and your advisor have certain responsibilities that must be taken seriously for the relationship to work. Additionally, both you and your advisor will have expectations of one another.

You can expect a number of things from your Undergraduate College Advisor. Here are some of the most notable:

- Your Undergraduate College Advisor will make time to see you. All Undergraduate College Advisors have posted walk-in hours on the Undergraduate College advising website (<https://ucolleges.stonybrook.edu/advising>) or you can call (631)632-4378 to set up an appointment. They are conveniently located in your quad and Melville Library Rm. N-3071.
- Your Undergraduate College Advisor will listen to your concerns and ideas in a respectful and caring manner.

- Your Undergraduate College Advisor will help you to define, develop, and achieve realistic educational and career goals.
- Your Undergraduate College Advisor will assist you with interpreting academic policies and procedures, choosing a major, planning your academic schedule, registering for classes, and understanding graduation requirements.
- Your Undergraduate College Advisor will serve as a point of connection to other important and useful resources on campus, including special Undergraduate College and University events and programs.

### **What will My Undergraduate College Advisor Expect from Me?**

Your Undergraduate College Advisor will expect you to:

- Come to see him/her! Make sure you take advantage of the opportunity to make an appointment to speak with your Undergraduate College Advisor when you have a question or a concern.
- Be on time for appointments and call or e-mail ahead of time if you won't be able to make your appointment. Conduct yourself in a courteous and respectful manner.
- Be prepared for your appointment. Do your research first; become knowledgeable about policies, procedures and deadlines. Think about what you want to discuss; write down your questions so you won't forget.
- Be open to new ideas—now is the time to learn!

Building a strong relationship with your Undergraduate College Advisor can be central to your academic success. Your first year at Stony Brook can be an exciting and sometimes confusing time. Your Undergraduate College Advisor is here to help clarify things for you when they become confusing as well as to share in your excitement as you begin your college career.

**Undergraduate College Advising Office:** Located in room N-3071 of the Melville Library on West Campus, this office is where you will find your Undergraduate College Advisor. You can schedule an appointment or see a walk-in advisor. Your advisor(s) also hold office hours in the Quad. Please see your individual advisor for a list of these times.

## **Academic Advising Resources**

There are a variety of advising resources available on campus. Although most of your initial academic questions should be posed to your Undergraduate College Advisor first, you should be aware of the other advising resources here for you to take advantage of. Good advising begins with your Undergraduate College Advisor, but certainly doesn't end there. The following is a brief description of places and people on campus who also provide academic advice.

**Your Academic Major Department:** Every academic discipline at Stony Brook has a department with faculty and staff available to help students in specific areas of study. Students who have selected their major and/or minor program should regularly consult the advice of faculty experts in their chosen field of study. Those who are still considering pursuing a specific area of study should also consult the corresponding academic department for good counsel. A list of all majors/minors and department contact information is available at: <http://sb.cc.stonybrook.edu/bulletin/current/academicprograms/>

**Academic and Transfer Advising Services:** After your first-year at Stony Brook, you will transition to Academic and Transfer Advising Services for your general advising needs. This office is located on the second floor of the Melville Library on West campus. It is the largest academic advising office at the University and serves sophomores through seniors and transfer students with majors housed in the College of Arts and Sciences, all undeclared students (those without definite majors yet), and all students interested in graduate studies in the health and law professions. [www.stonybrook.edu/advising](http://www.stonybrook.edu/advising)

**College of Engineering and Applied Sciences Undergraduate Student Office:** This office is home to academic advisors who specialize in serving undergraduate students in majors housed in the College of Engineering and Applied Sciences. Their office is located in 127 Engineering Building and they can be reached at 632-8381. [www.ceas.sunysb.edu](http://www.ceas.sunysb.edu)

**School of Health Technology and Management:** Located on East campus, adjacent to University Hospital, this School provides specialized advising for students interested in health-related undergraduate programs in Adapted Aquatics, Athletic Training, Clinical Laboratory Sciences, Cytotechnology, Health Science, Occupational Therapy

(BS/MS), and Respiratory Care, as well as graduate programs in Health Care Policy and Management, Physical Therapy and Physician Assistant. [healthtechnology.stonybrookmedicine.edu](http://healthtechnology.stonybrookmedicine.edu)

**School of Nursing:** The School of Nursing is one of five professional schools in the Health Sciences Tower at Stony Brook University. The Undergraduate Programs, Clinical Masters Programs and Doctor of Nursing Practice (DNP) Program are accredited by the Commission on Collegiate Nursing Education (CCNE\*)health-related undergraduate programs in Adapted Aquatics, Athletic Training, Clinical Laboratory Sciences, Cytotechnology, Health Science, Occupational Therapy (BS/MS), and Respiratory Care, as well as graduate programs in Health Care Policy and Management, Physical Therapy and Physician Assistant. [nursing.stonybrookmedicine.edu](http://nursing.stonybrookmedicine.edu)

**School of Social Welfare:** The School of Social Welfare's programs of education and research reflect a core commitment to its mission of promoting social justice. It prepares students to become professional social workers, devoted to bringing about a humane and just society for everyone. [socialwelfare.stonybrookmedicine.edu](http://socialwelfare.stonybrookmedicine.edu)

**Honors College:** Honors College students are advised by Honors College Faculty and Staff. They can be reached by telephone at (631)632-4527 or in room N3071 of Melville Library.

**Women In Science and Engineering (WISE) Office:** WISE staff provide academic advising to all WISE students. Students are encouraged to make an appointment whenever possible. The office is located in the Physics building, room P120. In addition to individual academic advising as needed, WISE holds group academic advising events in fall and spring semesters.

**Educational Opportunity Program - Advancement on Individual Merit:** Located at W-3520 in Melville Library, EOP/AIM provides comprehensive advising services to all enrolled members of that program. If you are an EOP/AIM student, you should work with your program counselor for all academic planning. [www.stonybrook.edu/eopaim](http://www.stonybrook.edu/eopaim)

**University Scholars:** Freshmen in the University Scholars Program will be advised primarily by University Scholars staff and the University Scholars Faculty Director. Their offices are located in room N3071 of Melville Library and can be reached at (631)632-4378.

**Student-Athlete Development:** The Goldstein Family Student-Athlete Development Center, located in the Indoor Sports Complex, offers services for 425 student-athletes that assist them in their academic, career and personal growth. The staff of 5 (Assistant Athletic Director, 3 Academic Advisors, and 1 graduate assistant) is instrumental in guiding student-athletes through course selection, major choice and career development.

**Career Center:** Located on the ground level of the Melville Library, West Campus, the Career Center is an invaluable resource for all students: from freshmen to seniors, graduate students to alumni. The Career Center's counselors serve students through interest inventory/skills testing, career advising, career classes, résumé preparation and review, internship placement, graduate school applications, job searching and credentials services. The Career Center also has a large resource library with information on graduate schools, entrance examinations, and job market outlooks. <http://www.career.sunysb.edu/> 