



Advising Syllabus for the College of Computing and Informatics

The advising syllabus is designed to help you make the most of your academic advising relationship. It outlines reasons for consulting your advisor, important timelines, and processes. Our advisors are here to help!

CCI Advising Mission Statement:

CCI Academic Advising is committed to empowering and supporting students throughout their academic career by educating them on Drexel University policy, providing individualized holistic support, and fostering an environment of academic success.

CCI Advising Vision Statement:

We strive to establish an advising culture that prioritizes meaningful relationships that develop well-rounded adults prepared for success after Drexel.

Equality and Non-Discrimination Policy:

The University is committed to an environment of equal opportunity in education and employment and to proactively undertake initiatives and take actions to create such an environment.

In the administration of its admissions policies, educational policies, employment policies, scholarship and loan programs, and all other University administered programs and activities; the University prohibits discrimination against individuals on the basis of: race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, genetic information, and any other characteristic prohibited by law (i.e., creed, marital status, citizenship status).

Moreover, Drexel does not tolerate unlawful harassment of any kind.

What are some reasons I would consult my academic advisor?

Academic Planning Purposes	<i>Plan of Study, Registration, Change of Major, Minors, Courses During Co-op, Independent Study, BS/MS</i>
Overcoming Challenges	<i>Time Management, Personal Issues, Academic Standing, Course Withdrawal, Course Repeat</i>
Exploring Opportunities	<i>Drexel Student Organizations, CCI Specific Opportunities, Study Abroad</i>
Navigating Key Transitions	<i>Incoming Students, Degree Midpoint, Graduating Students</i>

Do I need a scheduled advising appointment, or will drop-ins or email meet my needs?

Scheduled Appointment	Virtual Drop-In Hours	Email
<ul style="list-style-type: none"> • Generally 30 minutes • With your assigned academic advisor • More involved questions and detailed discussion, related to: <ul style="list-style-type: none"> ◦ Academic Difficulty ◦ Change of Major ◦ Academic Plan and Goals ◦ Leave of Absence ◦ University Withdrawal 	<ul style="list-style-type: none"> • Generally 10 minutes or less • With any CCI academic advisor • First-come, first serve; may involve a wait • Common examples: <ul style="list-style-type: none"> ◦ Form Signatures ◦ Policy Clarification ◦ Minor Discussions 	<ul style="list-style-type: none"> • With your assigned academic advisor • Clarification if you are unsure an appointment is necessary • Schedule an appointment • Plan of Study review • Any other inquiries

Guidelines for contacting your Academic Advisor

Please include in your email:

Via your
Drexel email
account

- Your name (First and Last) & Student ID
- Brief statement of issue/concern, reason for appointment, or comments/questions
- Other relevant information

When
emailing
your
advisor

- Review Advising for CCI
- Be aware of your advisor's pronouns/name
- Carefully read their auto-reply once you have received it
- Avoid sending multiple emails in a row, or starting a new thread

Academic Advising Appointment Expectations

Before an Appointment

- Familiarize yourself with all university and departmental deadlines
- Review your academic record/DegreeWorks
- Prepare any questions/goals
- Review Advising for CCI and Drexel websites
- Be aware of the appointment's modality (in-person or Zoom)
- Be punctual. If you are unable to attend a scheduled meeting, please cancel the meeting. If you will be 10+ minutes late, understand that a reschedule is likely necessary.
 - Sign in at front desk/Zoom
 - Be in a private, distraction-free environment, with a functional camera/mic (Zoom)

During an Appointment

- Reduce distractions (silence your cell phone, turn off TV, games, etc.)
- Be honest about your academic performance & challenges
- Take notes
- Ask questions
- Be mindful of duration of appointment, respecting advisor and other students' time

After an Appointment

- Keep a record of what was discussed
- Complete any follow-up steps discussed
 - Paperwork, scheduling appointments, update/create Plan of Study
- Send follow-up questions via email

College of Computing and Informatics
3675 Market St., 10th Floor
215.895.2474

<http://drexel.edu/cc/contact/Advisors/>

The Advising Relationship: Student and Advisor Expectations

Student Expectations

- Demonstrate respect for others and self at all times
- Adhere to the Drexel University Student Code of Conduct, University policies and procedures
- Take ownership of your academic plan and performance using a variety of resources and tools
- Maintain your Plan of Study in DegreeWorks each term
- Be cognizant of and adhere to University and College deadlines
- Familiarize yourself with and utilize campus resources, systems, and tools
- Be prepared to collaborate with your advisor to set goals
- Check your Drexel University email account regularly, manage inbox, and respond to actionable items
- Be prepared to register when your assigned time ticket has opened
- Engage in open and honest communication with CCI Advisors, Staff, and Faculty
- Work with your assigned advisor unless otherwise noted (your assigned advisor is out of office, or you are asking a quick question in Drop-Ins)
- Allow for a response within 2 business days, or longer in high volume times

Advisor Expectations

- Advocate for student success and development
- Be knowledgeable about Drexel University and CCI policies and procedures
- Serve as a liaison for students with campus resources, faculty, and staff
- Respond within two working days (unless otherwise noted on an Advisor's out of office) upon receipt of an email from your Drexel University account
- Maintain a courteous, respectful, professional, and supportive advising environment
- Collaborate with students to generate solutions to challenges
- Empower students to create an academic plan in attainment of degree completion and academic goals
- Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)

Typical Academic Term

Week 1

- Add/Drop Course Deadline
- Academic Standing Meetings
- Last Day to Resolve Financial Holds
- Last Day to Submit Change of Major, Minor, or Leave of Absence (without being billed) for current term

Week 2

- Withdraw period opens until Week 7

Week 4

- Pre-Registration Advising

Week 5

- Pre-Registration Advising
- Last Day to Apply for Graduation

Week 6

- Registration time tickets begin opening for upcoming term
- Registration Request Form opens in Advising for CCI

Week 7

- Registration continues for upcoming term
- Independent Study Form submission deadline
- Last Day to Withdraw from a course
- Last Day to take Leave of Absence for current term (with being billed)

Week 9

- Registration opens for students going on Co-op

Other Calendar Resources:

Drexel's Academic Calendars: <https://drexel.edu/provost/policies-calendars/academic-calendars>

Registration Time Tickets and Related Information: <https://drexel.edu/drexelcentral/registration/courses/time-tickets/>

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