Academic Advising Syllabus

Expectations of Students

- Always review your degree works evaluation and come prepared to each advising session. If you are not prepared, you will be asked to sign out and return when you have reviewed the report.
- Always review prerequisites for each course you intend to take.
- Be aware of the requirements for your major and create a long range degree plan.
- Schedule advising appointments if you need more than the allotted 10–15 minutes for a walk-in.
- Keep scheduled appointments and give ample notice if you need to cancel or reschedule.
- Always be courteous to advisors and front desk staff, even when dealing with sensitive material.
- Check your Masonlive Email, this is the only way advisors and other university resources can communicate with you.
- Be aware of important dates, deadlines, events and policies by using:
  - The Business Buzz blog: sent weekly with important announcements from the School of Business
  - The Registrar’s website: includes important information around deadlines, registration, and schedules.
  - The University catalog: includes a list of all courses offered at Mason as well as program requirements.

Expectations of Advisors

- Provide guidance and support while assisting you in making appropriate academic decisions and taking responsibility for your academic choices.
- Advisors do not tell you what classes to take; you are responsible for your academic pathway.
- Promote effective communication regarding the School of Business curriculum and policies.
- Assist students in identifying their strengths and developing realistic goals for academic success.
- Maintain accurate and detailed online records of all advising contacts with students.
- Maintain confidentiality.
- Facilitate your efforts to work closely with your professors.
- Refer to appropriate university resources that can assist the student in their time at the university.
What type of advising do I need?

**Walk In**
- 15 minutes
- Declare major/minor
- Schedule Check/Changes
- Leave of Absence

**Appointments**
- 30 minutes
- Can be made online
- Complex Questions
- Academic Plans & Goals
- Return from Suspension

**Emails**
- Quick Questions
- Must be from GMU email
- General clarification on questions

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**How to Schedule an Appointment**

- Access GMU SSC Campus.
- Enter your Mason NetID and password. Select login.
- Submit and confirm your password sharing preference before clicking on "Accept." Select the "Get Advising" button and schedule your appointment.
- If you encounter difficulties accessing any of the resources offered through this office, please contact the Office of Student Success and Academic Services at masonbus@gmu.edu or by calling 703–993–1880. For more information about Mason's commitment to accessibility, please visit Accessibility@Mason. For questions, configuration concerns, and feedback on your user experience, please contact SSCHelp@gmu.edu.

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**Learning Outcomes from Academic Advising**

- Understand resources and services available to School of Business students
- Develop analytical and critical thinking skills to enable students decision making
- Utilize and adapt strategies for success as you move toward degree completion
- Articulate the value of your degree and its various components
- Behave as engaged citizens holding yourself to the highest ethical standard

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