

East Stroudsburg University

Warrior Success Academic Advising Syllabus

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To schedule an appointment, please: use Warrior Fish

What is Warrior Success Support/Extended Academic Advising? Warrior Success Advising at ESU is an ongoing teaching and learning experience that is based on collaboration between students, advisors, Academic Success Coach and the ESU community. Advisors **educate** students about university policies and procedures, **promote** engagement in high-impact opportunities, **assist** in the exploration and discovery of academic resources, and **empower** students to take ownership of their academic goals, decisions, and achievements.

Advisors will:

- Assist students in understanding the purpose and goals of higher education and its impact on personal ambitions.
- Understand and communicate ESU's policies, Gen Ed. requirements, and degree requirements.
- Encourage and guide students to define clear and realistic educational plans.
- Provide appropriate resources and referrals.
- Listen carefully to questions, concerns, and confusions.
- Support students in working with and developing relationships with faculty and instructors.
- Deliver important information about educational & social opportunities outside of the classroom.
- Maintain confidentiality following ESU and FERPA regulations.
- Continually reassess Warrior Success plan and courses in light of changing goals and overall academic performance.
- Encourage your participation in FYE Passport of events and various other workshops to improve **YOUR** success.

Helpful Tips:

- **Check your ESU email daily.**
 - Respond to emails you receive in a timely manner (from anyone, not just your advisor).
 - Write professional emails. See back page for guidelines.
- Schedule your advising appointment(s) **early**. Don't wait until the last minute!
- Take advantage of the advising and academic tools that the ESU has to offer.

Who is my advisor? If you are unsure about your assigned **Primary Major advisor**, check out your **Degree Works** or use **Warrior Fish**. We are your extended/Support Advisor and Academic Success Coach

Dr. Santiago-Support/Extended Advisor

Mr. Eric Lee-Academic Success Coach

Campus Resources

<https://www.esu.edu/current-students/index.cfm>.

- **General Questions and Concerns**
 - Campus Life & Inclusive Excellence
 - 570-422-3463
- **Accessible Services Individualized for Students (OASIS)**
 - <https://www.esu.edu/oasis/index.cfm>
 - 570-422-3954
- **Campus Assessment Response and Evaluation - C.A.R.E. Team**
 - <https://www.esu.edu/care/index.cfm>
 - 570-422-3461
- **CARES/CRRSAA: Emergency Grant Fund**
 - <https://www.esu.edu/financial-aid/cares-act.cfm>
 - 570-422-2800
- **Center for Multicultural Affairs and Inclusive Education**
 - <https://www.esu.edu/multicultural/index.cfm>
 - 570-422-3896
- **Commencement**
 - <https://www.esu.edu/commencement/index.cfm>
 - 570-422-2861
- **Counseling and Psychological Services**
 - <https://www.esu.edu/counseling/index.cfm>
 - 570-422-3277
- **COVID-19: Testing and Vaccination**
 - <https://www.esu.edu/health-and-wellness/index.cfm>
 - 570-422-3553
- **Financial Aid**
 - <https://www.esu.edu/financial-aid/index.cfm>
 - 570-422-2800
- **Gender and Sexuality Center**
 - <https://www.esu.edu/gender-sexuality/index.cfm>
 - 570-422-2733
- **Health and Wellness Case Management**
 - https://www.esu.edu/health-and-wellness/case_management_services/index.cfm
 - 570-422-2845
- **Orientation**
 - <https://www.esu.edu/orientation/>
 - 570-422-3542
- **Residential and Dining Services**
 - https://www.esu.edu/residential_dining_services/
 - 570-422-3460
- **Tutoring Services**
 - <https://www.esu.edu/tutoring/index.cfm>
 - 570-422-3741
- **Warrior Food Pantry**
 - https://www.esu.edu/food_pantry/index.cfm
 - 570-422-3463

In first and second year, students will:

- Learn about available degrees, majors, minors, and programs
 - Connect educational plan to career goals
 - Learn how and when to change majors
- Locate the Academic Calendar and Undergraduate Catalog online
- Understand and abide by the Student Code of Conduct
- Learn how to access and utilize ESU webpage, Portal, Degree Works and Warrior Fish
- Understand course prerequisites and course sequencing for degree
- Identify registration policies and procedures
 - Know the applicable Academic Dates and Deadlines
 - Understand Advising Hold (and others)
- Learn about professional email and appointment etiquette
- Learn how to contact Academic Advisor and make advising appointments
 - Discover ways to come prepared to appointment and ask questions
- Develop a graduation plan with advisor
- Understand the General Education requirements
- Learn about and utilize Campus Resources (Tutoring, Career Services, Counseling, etc.)
- Learn about and participate in campus and college clubs, organizations, and/or activities
- Start developing relationships with faculty and staff in major department
- Develop time management and study skills
 - Understand the hours of prep time required for each class hour
- Understand how your advisor can help you be successful in your academic, career, and personal goals
- Meet often with your Peer Mentor
- Find your “Go To Team”

Professional Email Etiquette

Often, your initial interaction with professors and advisors is via email. These tips will help ensure you make a strong first impression.

- **Use your ESU email address.** An email coming from your official ESU account is marked as legitimate and much less likely to end up in a spam or junk folder. It's also more professional!
- **Always include a descriptive subject line.** A brief explanation of the nature of the email is best: "Registration Questions", "Advising Appointment", etc.
- **Include a proper greeting.** "Dear Professor Williams", "Hello Dr. Jones", etc.
- **Use complete sentences, proper grammar, and spell check.** Don't use texting abbreviations or type in ALL CAPITAL LETTERS. Proofread your message.
- **Be polite.**
- **Be specific and succinct.** Include relevant, clear information and keep your message short and sweet.
- **Signoffs and signatures matter.** Always end your message with a closing ("Sincerely", "Regards", "Best wishes", "Thank you", etc.) and your name.
- **Email goes where it's told.** Check – and double check – to ensure you've used the correct email address.

Other Professional Tips

- Check your ESU daily and respond to emails in a timely manner.
- Schedule your advising appointment(s) early. Don't wait until the last minute!
- Take advantage of the advising and academic resources that the ESU has to offer.
- Come prepared to your advising meeting with questions.
- A simple "thank-you" goes a long way.
- Meet with your Peer Mentor often
- Register for classes as soon as you can, as classes fill up quickly.
- Take advantage of office hours.
- Dress appropriately for meetings and presentations.
- Use a planner.
- Always ask questions – it helps with the learning process!

Current Academic Dates and Deadlines (<https://www.esu.edu/academics/calendar/index.cfm>)