

**College of Business**  
**Undergraduate Advising and Student Services**  
**Academic Advising Syllabus**  
Northern Illinois University

*Stay Informed. Be Successful. COB Advising.*

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Website: <https://www.cob.niu.edu/advising/index.shtml>

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### Helpful Links

**Undergraduate Catalog**

The official source of information regarding academic programs and policies at NIU.  
<https://catalog.niu.edu/index.php>

**Major Four Year Degree Path**

<https://www.advisingcenter.niu.edu/advising/your-advising-plan/degree-paths/2020-2021/business/index.shtml>

**Articulation Handbook**

<https://www.niu.edu/admissions/path/transfer/credits/>

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### What is Academic Advising?

Advising is a developmental process.  
Advising fosters clarification of life/career goals.  
Advising assists in the development of educational plans.  
Advising is a decision-making process.  
Advising is an ongoing partnership.  
Advising is the shared responsibility of both student and advisor.

## What are the Goals of Academic Advising?

The College of Business provides professional academic advisors to assist students in meeting their undergraduate academic and career goals. The advisors work collaboratively with students to:

- Explore and strive for academic and career goals and aspirations;
  - Develop an academic plan guiding them to degree completion;
  - Effectively utilize campus resources;
  - Complete necessary paperwork and logistical items necessary to degree progress.
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### EXPECTATIONS

#### What students can expect from their advisors:

- Assist students to understand university policies & procedures, general education requirements, and program curriculums.
- Encourage and guide students in the process of defining, developing, and attaining academic and career-related goals.
- Assist students in developing skills needed to create realistic and attainable educational plans.
- Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience.
- Foster a collaborative partnership between faculty, staff, and students.
- Maintain confidentiality.
- Uphold obligation as a Title IX Responsible Employee.
- Be accessible to all students for questions and concerns.
- Encourage your ability to think critically, solve problems, and make informed decisions about your future life plans.
- Promote ethical conduct.
- Monitor student progress.

#### What advisors expect from students:

- To be an active participant in their educational planning process.
- To strive for educational achievement to the highest attainable standard.
- Initiate and maintain regular contact with their advisor (minimally once per semester).
- Come prepared and on time for appointments.
- Be aware of and utilize the various campus resources and follow through with referrals.
- Understand how to read and interpret their academic requirement report.
- Become knowledgeable about university policies, procedures, and programs.
- Identify their academic and career-related goals.
- Be responsible for developing an educational plan.
- Ask questions!

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## APPOINTMENT PREPARATION

### How to schedule an appointment:

- Please call 815-753-1325 to schedule a virtual advising appointment, or you can use my Personal Availability Link to schedule yourself:  
<https://niuhuskies.campus.eab.com/pal/oGaJTodPsc>
- Reminder: Log-in to Microsoft Teams promptly for meeting. If you are going to arrive late or cannot attend, please contact me to cancel or reschedule.

### Items to bring to advising appointments:

- Current Academic Requirement Report.
  - Ideas for desired class schedule.
  - Paper & pen/pencil for taking notes.
  - List of questions/concerns.
  - Any previous advising notes (program sheet, worksheet, etc.).
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## EMAIL ETIQUETTE

- Use NIU Email only.
- Enter clear subject line.
- Include full name and Zid.
- Do not be too casual with Advisor, use proper English, proofread, and spell check.
- Allow 72 hours for response, excluding weekends and holidays.

## ADVISING AND UNIVERSITY COMMUNICATIONS

- Check your NIU email regularly, this is the primary form of communication from the University.
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## ADVISING CALENDAR

### June-August

- **Meet with advisor during orientation session**
- **Be aware of course add deadlines**

### September

- **Be aware course drop and withdrawal deadlines**
- **Call to schedule an advisement appointment for spring classes**

### **September-October**

- **Meet with academic advisor**

### **November**

- **Register online during registration appointment (available on MyNIU)**

### **December**

- **View end of semester grades on MyNIU (contact me if you don't pass a class with a C or better for us to discuss how this may impact next semester's course schedule)**

### **January**

- **Be aware of course add deadlines**

### **February**

- **Be aware course drop and withdrawal deadlines**
- **Call to schedule an advisement appointment for summer/fall classes**

### **February-March**

- **Meet with academic advisor**

### **April**

- **Register online during registration appointment (available on MyNIU)**

### **May**

- **View end of semester grades on MyNIU (contact me if you don't pass a class with a C or better for us to discuss how this may impact next semester's course schedule)**