



**MANHATTAN
COLLEGE**

First Year Advising Syllabus 2023-2024



What is an academic adviser?

Every student has one! Your assigned academic adviser is your “go to” for questions or concerns, and to help you navigate college, courses and goals. Advisers support, guide and make recommendations for you to determine your best path toward success.

What do Academic Advisers do?

- Understand majors and degree requirements at Manhattan College
- Answer questions regarding course placement exams and transferring college credits or AP scores
- Assist you with major choice/change and career exploration
- Recommend courses for your schedule
- Explain how to use advising tools, including Degree Works, Jasper Connect and Self-Service
- Discuss academic progress
- Help you navigate Manhattan College’s policies and procedures
- Connect you to campus resources, faculty and academic support
- Assist students experiencing academic difficulties

What is the student’s role?

- Schedule and attend your required advising appointments
- Complete any tasks discussed with your adviser and keep them updated on your progress
- Work with Financial Aid Services to understand any scholarships, grants, loans or other aid you receive
- Let your adviser know about any previous college credits earned
- Register and adjust your schedule after consulting with your adviser
- Contact your adviser with any questions or concerns. When in doubt, reach out!

Important Fall 2023 Dates

Monday, August 28	First day of classes
Friday, September 1	Last day to add/drop
Tuesday, October 17	Midterm grades posted
Wednesday, November 1	Registration for Spring 2024 starts (refer to Registrar's webpage for schedule)
Friday, November 17	Last day to withdraw from course
Friday, December 8	Last day of classes
Monday, December 11 - Saturday, December 16	Final Exam Period

Important Spring 2024 Dates

Wednesday, January 17	First day of classes
Tuesday, January 23	Last day to add/drop
Thursday, March 7	Midterm grades posted
Tuesday, April 2	Registration for Fall 2024 starts (refer to Registrar's webpage for schedule)
Tuesday, April 16	Last day to withdraw from course
Friday, May 3	Last day of classes
Monday, May 6 - Saturday, May 11	Final Exam Period

Important Tools and Resources to Know:

Degree Works	Accessible in Quicklinks, this is a web-based tool that shows students their academic program and progress. Students can look at program requirements, calculate potential GPA, and map out future courses.
Faculty Adviser	An assigned faculty member within your major who will provide guidance in academic and career pursuits. A faculty adviser is different than your academic adviser, as they focus on matters related to your major, major requirements and courses, and career options. Faculty advisers are assigned usually within the first or second year of study, depending on your school.
Jasper Connect	Accessible in Quicklinks, students can schedule advising appointments, tutoring appointments, and other academic support services. This system also allows your support team (advisers, support services, and professors) to communicate with each other.
Flag	Flags are a great way to communicate concerns. For example, if a professor or someone in your network has a concern (e.g., a student has excessive absences, is not turning in assignments, or has low test grades), they can raise a flag. Flags communicate that the student needs to be proactive or needs assistance. In fact, you can raise a self-flag if you have your own concern or need to communicate that you need help or assistance. If you aren't sure about something, raise and flag for yourself and your adviser will check in with you and help you find the help or answer you need.
Kudos	If a professor wants to highlight a student being proactive or doing something above and beyond what is expected, they can give kudos, or positive reinforcement. Keep up that good work!
Self-Service	Accessible in Quicklinks, students can view all class offerings, their student record and holds, register for classes, access their student account and, request changes to personal information.
Supplemental Adviser	Certain students (e.g., athletes, HEOP students, veterans) have a supplemental adviser in addition to their academic and faculty advisers. These advisers provide an additional layer of guidance specific to requirements or matters that some students might be navigating.