

New York University
College of Arts and Science
Advising Syllabus

Silver Center, Room 905
212.998.8130
Monday – Friday, 9:00am – 5:00pm

casvirtualadvisor@nyu.edu
<http://advising.cas.nyu.edu>

Mission Statement

The College Advising Center is committed to providing the highest quality academic advising and enrichment experiences for students in the College of Arts and Science. We encourage intellectual development, academic inquiry, intercultural understanding, and engaged citizenship. Academic advising, as we practice it, encompasses guidance, teaching, mentoring, and coaching, and focuses on the development and enhancement of an academic community that genuinely values diversity, inclusiveness, and global awareness. These objectives motivate the services and programs we provide.

What an Academic Advisor Does for You

Professional Academic Advisors work to ensure that you spend your time at CAS in the most productive and positive way possible. Your advisor provides you with practical information about CAS Core requirements, course selection, and the process of registration. In your advising appointments, your advisor will collaborate with you to define and articulate your larger academic and career goals and to shape your coursework each semester in ways that furthers these goals. Beyond specific academic concerns, your advisor will help you navigate NYU's broad spectrum of policies, procedures, and resources, and, when necessary, will serve as a source of comprehensive information about university-wide student support services. You should consider your advisor as a "go to" person who is there to assist you with any concerns or issues that arise throughout your undergraduate experience.

Academic Advising Learning Outcomes

At the College of Arts and Science Advising Center, our goal is for students to:

- Understand the requirements, purpose, and value of a liberal arts education
- Understand the relationship between advisors and advisees
- Understand the policies of the College of Arts and Science and the University as a whole
- Know University deadlines
- Utilize the resources available at NYU
- Take ownership of educational choices, including articulating academic and career goals

First-Year Advising Checklist

- Know who your advisor is, where his or her office is located, and how to set up an advising appointment
- Attend all Cohort meetings and participate in activities
- Set up a meeting with your advisor within the first three weeks of the beginning of the semester to discuss your courses
- Research possible majors within the College of Arts and Science
- Schedule an appointment to meet with your advisor well in advance of your registration time in order to enroll in courses

Advisor and Advisee Responsibilities

Advisor

- Facilitate discussion regarding your goals academically, professionally, and personally
- Assist you in creating a plan to achieve these goals
- Be an active listener in discussions and provide information and feedback for questions and concerns
- Facilitate an environment that is safe, respectful, and confidential
- Work together to monitor progress toward degree completion
- Clearly explain institutional policies and procedures to guide you through your academic career
- Keep record of your academic goals and interests
- Respond to email inquiries within two business days
- Refer you to University services when appropriate

Advisee

- Regularly check your NYU email account, read emails from your advisor thoroughly, and respond to emails promptly
- Schedule and attend appointments with your academic advisor
- Attend meetings ready to participate, with questions and ideas prepared
- Use advising tools and University resources, particularly those suggested by your advisor, in order to make informed decisions
- Know and understand the requirements of your CAS degree
- Be open and flexible with your options
- Understand the role that institutional policies and procedures, CAS requirements, and departmental requirements play in your academic experience
- Accept responsibilities for decisions and actions that affect your academic career

Campus Resources

[College of Arts and Science Bulletin](#)

[Academic Resource Center \(ARC\)](#)

[University Learning Center](#)

[The Writing Center](#)

[Student Resource Center](#)

[Office of Global Services](#)

[Student Health Center](#)

[Wellness Exchange](#)

[Moses Center for Students with Disabilities](#)

[Financial Aid](#)

[Center for Spiritual Life](#)

[Wasserman Center for Career Services](#)

[Office of the Registrar](#)

[Office of the Bursar](#)

[Center for Multicultural Education and Programs](#)

[NYU LGBT Center](#)

[Global Programs](#)

[NYU Academic Calendar](#)