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

Live it. Learn it. Do it.

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Office Phone and Office Email: 815-753-1325, cobadvising@niu.edu  
COB Website: https://www.cob.niu.edu/advising/index.shtml

Advising Resources

Undergraduate Catalog  
The official source of information regarding academic programs and policies at NIU.  
http://catalog.niu.edu/

COB Advising Handbook  

Major Four-Year Degree Path  

Articulation Handbook  
https://www.niu.edu/admissions/path/transfer/credits/
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.

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!

APPONIMENT PREPARATION

How to schedule an appointment:
- Please call 815-753-1325 or visit Barsema Hall 201 to schedule an appointment.
  - While working remotely, still call the office and follow voicemail prompts. Someone will call you back to schedule your appointment.
- Also, an option of scheduling via a link sent directly from your advisor.
  - Summer/Fall schedule: visit in March/April.
  - Spring schedule: visit in October/November.
- Please email to ask about if any walk-in appointments are available.
- Reminder: Arrive promptly for meeting. If you are going to arrive late or cannot attend, please inform the office.

Items to bring to advising appointments:
- Ideas for desired class schedule.
- Paper & pen/pencil ... for taking notes.
- List of questions/concerns.
- Any previous advising notes (program sheet, worksheet, etc.).

EMAIL ETTEQUETTE

- 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- I promise I will get back to you 😊.
REGISTRATION INFORMATION

- Check “holds” and “to-dos” when you login into MyNIU look for To-Do task tile.
  - If you have a “hold” or “to-do” - click on box for more information on how to remove hold.
  - Typical holds include: Past Due Accounts, TITLE IX.
- Student must remove “hold” or “to-do” to register for classes.
- Check when your register date and time- located in student center of MyNIU.

ADVISING AND UNIVERSITY COMMUNICATIONS

- Check your NIU email regularly, this is the primary form of communication from the University.
- Check screens around the Barsema regularly for information.

ADVISING CALENDAR

WHEN TO SCHEDULE ADVISING APPOINTMENT AND WHEN TO REGISTER

<table>
<thead>
<tr>
<th>August: Welcome back!</th>
<th>January: Welcome back!</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September:</strong> Schedule spring advising appointment: 815-753-1325 or Barsema Hall RM 201</td>
<td><strong>February:</strong> Schedule summer/fall advising appointment: 815-753-1325 or Barsema Hall RM 201</td>
</tr>
<tr>
<td><strong>October:</strong> Meet with academic advisor</td>
<td><strong>March:</strong> Meet with academic advisor</td>
</tr>
<tr>
<td><strong>November:</strong> Register online for classes during your assigned date and time</td>
<td><strong>April:</strong> Register online for classes during your assigned date and time</td>
</tr>
<tr>
<td><strong>December:</strong> Grades are posted through MyNIU</td>
<td><strong>May:</strong> Grades are posted through MyNIU</td>
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SCHEDULE CHANGE PROCESS FOR 16 WEEK COURSES (FULL SEMESTER)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Semester</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop all courses</td>
<td>Prior to the first day of class</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 2</td>
<td>Contact department of course</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 2</td>
<td>Contact major college</td>
</tr>
<tr>
<td>Withdraw from a course</td>
<td>Week 3 – end of Week 10</td>
<td>Contact major college</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 1 – end of Week 10 (without academic jeopardy)</td>
<td>Contact major college</td>
</tr>
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**A course drop or semester withdrawal will be granted for undergraduates at the discretion and with the permission of their college advising office through December 5 (classes end)**
ADVISING OBJECTIVES

**Freshmen (0-29 credit hours)**
- Progress towards degree: general education requirements and business requirements.
- Adjustment to college environment.
- Reflection on skills and major choice.

**Sophomore (30-59 credit hours)**
- Progress towards degree: general education requirements and business requirements.
- Possibilities of minors.
- Reflection on skills and major choice.
- Apply for MGMT 335 by mid spring semester.

**Junior (60-89 credit hours)**
- Will work with upper level advisor

**Senior (90-120+ credit hours)**