

# ACADEMIC RESOURCES

## Academic Advising

A student's Academic Advisor will assist them in their transition to University life at Bay Path, as well as guide them through the educational planning process, which includes course selection during periods of open enrollment and tracking degree requirement and the extracurricular, leadership, and work experiences they want to pursue via a personalized degree plan.

Academic Advisors work closely with our major program directors and faculty, as well as the Sullivan Career & Life Planning Center, to help students with professional networking and to obtain experiential learning opportunities, and discuss career aspirations and fit, including post graduation preparation for graduate school or the workforce.

### Advising Mission

Advising is a critical component of a Bay Path University education. Through advising, each student is empowered to develop and implement sound educational plans consistent with their academic, personal, and career goals. Advising is a cooperative effort between advisor and student in which we are committed to providing quality, accurate advising in an environment that is welcoming, professional, and supportive. Our purpose is to guide students to become self-directed learners and decision-makers.

### Advising Outcomes

As a result of engaging in the advising process, each student will be knowledgeable on:

- The General Education Core requirements
- How to enroll in full or part-time classes using the Bay Path portal based on their individual goals
- How to generate and interpret their degree audit and degree planning resources sheets
- Important academic dates, policies, and procedures, including but not limited to the add/drop deadlines, course withdrawal options/ deadlines, and course registration open enrollment dates

As a result of engaging in the advising process, each student will:

- Set and continuously monitor realistic short and long term academic, personal, and career goals
- Consider possible career interests and map out a path for attainment
- Review, consider and engage in extracurricular activity options, athletics, and leadership opportunities

### Student and Advisor Expectations & Responsibilities

Students are expected to:

- Actively participate in the advising process, including scheduling advising sessions and arriving on time for advising appointments
- Be willing and prepared to discuss problems and challenges
- Take responsibility for their own actions and decisions
- Research programs of study thoroughly to assess fit and engage with Academic Advisor about possible changes as needed
- Become knowledgeable about University resources, including the Undergraduate Academic Catalog and Bay Path University Student Guidebook

- Follow through on suggested actions or referrals
- Adhere to University policies and procedures

Academic Advisors are expected to:

- Serve as a primary resource for students throughout their college journey, with a proactive approach to the students personal and academic well-being as they transition to University life
- Provide accurate information about major program requirements, the General Education Core requirements, and elective options, and help students read and consider course descriptions and prerequisites
- Encourage exploration and affirmation of programs of study based on each student's interests, abilities, and priorities
- Engage with students regularly to check in on their academic and personal progress, in addition to open enrollment periods
- Keep accurate records of advising sessions to foster relationship building and continuously build on goals that are set
- Document and report any concerns affecting academics via our early alert systems
- Assist each student in the decision-making process, allowing them to make the final decision
- Encourage students to use University support services and resources and to participate in complimentary activities outside of the classroom, as appropriate
- Treat students in a professional, friendly, courteous, respectful manner
- Address student needs with confidentiality and with respect for privacy

### Graduate Student Advising

Graduate students will work directly with their faculty and/or academic program director for all advising needs and functions. The professional advising team works in collaboration with the academic program directors to ensure students are supported holistically.

### Academic Support

Each campus location provides students with academic support resources to help them achieve success. Assistance with writing, mathematics, and various subjects can be arranged on the request of the student. Students are encouraged to seek academic support and assistance early and as often as needed.

Online tutoring services are available through Tutor.com. These services are offered at no charge to students and can be accessed through the Bay Path Portal and the Canvas learning management system. Tutors will respond within 24 hours to requests.