



■ ADVISING SYLLABUS ■

The Goal of Academic Advising

Academic Advising at Cumberland University seeks to help you as a student recognize your skills, strengths and interests as they relate to your intellectual and career goals and assists you as you navigate life at CU through a collaborative relationship with your advisor.

My Academic Advisor

Name:

Office:

Email:

Phone:

Your Responsibilities as a Student

Your participation in the advising relationship includes the following:

- Communicate with your advisor monthly
- Understand your degree program and the classes and requirements necessary to earn your specific degree/major
- Check your Cumberland email daily
- Meet your advisor before Priority Registration begins and come to the appointment prepared as per your advisor's instructions
- Register for your classes through CAMS when your registration window opens
- Be proactive about asking your advisor for help if a problem arises
- Understand important dates, deadlines and university policies and your responsibilities as a student

Your Advisor's Responsibilities

Your Advisor's participation in the advising relationship includes the following:

- Offer guidance so that you as a student can clarify your options, goals and potential while also helping you develop a greater sense of self-awareness
- Help you understand the nature and purpose of a college education
- Mentor you about career opportunities as it relates to your field of study
- Provide accurate information about your academic options, requirements, policies and procedures
- Help you plan your educational program and talk with you about your academic progress and performance
- Help you connect with campus resources if needed
- Maintain confidentiality in accordance with federal and university regulations

Tips for Advising Appointments

To make the most of your appointment with your advisor, follow these tips:

- Answer any emails you receive from your advisor as one of your important responsibilities
- Show up to your appointment on time
- Silence your cell phone
- Be open about how you are doing inside and outside the classroom
- Ask questions about things you don't understand
- Familiarize yourself ahead of time with the Academic Calendar and upcoming deadlines
- Review your degree program beforehand as you prepare for Priority Registration
- Write down the classes you are planning to take next semester if you are seeing your advisor for Priority Registration
- Ask your adviser about using CAMS when your registration window opens

Campus Resources

Office of Student Success (LCC 122)

- (615) 547-1295
- email: elannom@cumberland.edu
- <https://www.cumberland.edu/academics-2/office-of-student-success/>

Writing Center (LCC 116)

- (615) 453-6346
- email: writingcenter@cumberland.edu

Student Retention and TN Promise Support (LCC 205 or LCC 212)

- (615) 453-6344
- email: retention@cumberland.edu
- <https://www.cumberland.edu/tennessee/>

Career Services and Internships (LCC 202)

- (615) 547-1357
- email: Lblevins@cumberland.edu
- <https://www.cumberland.edu/student-life/internships-and-career-services/>

Disability Services (LH 226)

- (615) 547-1286
- email: adavis@cumberland.edu
- <http://www.cumberland.edu/student-life/disability-services/>

Counseling Services (LH 225)

- (615) 547-1397
- email: echristian@cumberland.edu
- <http://www.cumberland.edu/student%20life/counseling%20services/>

Registrar's Office (MH 107)

- (615) 547-1342
- email: records@cumberland.edu
- <http://www.cumberland.edu/student-life/forms-and-policies/>

Financial Aid Office (MH 103)

- (615) 547-1399
- email: financial@cumberland.edu
- <https://www.cumberland.edu/financialaid/>

Business Office (MH 109)

- (615) 453-6346
- email: studentbilling@cumberland.edu
- <https://www.cumberland.edu/financialaid/tuition-and-fees/>