



Office of Academic Advising and Assistance (AAA)

Foley Center 122

509-313-4072

Office Hours: Monday-Friday 8:30-4:30

Advise@gonzaga.edu

ACADEMIC ADVISING SYLLABUS

Academic Advising at Gonzaga University is a collaborative process designed to support undergraduate students in achieving their educational, career, and personal goals. Grounded in Gonzaga's Jesuit tradition, we promote reflection, self-discovery, and ethical decision-making to foster student success.

AAA advisors are content specialists in the institution's curriculum and policy as applied to students. We teach this content to students through advising, which is a process of student academic identity development and educational meaning-making.

We do this by:

- Using effective communication and counseling techniques
- Using research-informed, student-driven teaching practices
- Linking co-curricular and support services
- Collaborating with faculty on the student experience of curriculum and policy design

Academic advising is an essential function of the University, sitting at the intersection of curriculum, policies, schedule, student services, and co-curricular experiences.

Advisor Responsibilities: Your academic advisor is committed to supporting your academic journey by:

- Assisting with course selection and registration planning.
- Providing guidance on academic policies, procedures, and degree requirements.
- Connecting you to campus resources for academic, career, and wellness support.
- Encouraging exploration of extracurricular activities, service opportunities, and leadership development.
- Promoting reflection and self-awareness in academic and career planning.

Student Responsibilities: To make the most of your advising experience, you are expected to:

- Schedule and attend registration appointments each semester with a tentative course plan.
- Come prepared to advising meetings with questions, concerns, and goals and communicate those honestly and openly.
- Monitor academic performance and progress toward degree completion.
- Follow through on recommendations and referrals provided by your advisor.
- Utilize campus resources to enhance academic success and well-being.
- Ask for help when unsure, uncertain, or undecided.

Advising Learning Outcomes: By participating in advising with AAA, students will be able to:

1. Identify Gonzaga University's core curriculum, academic policies, and degree requirements, especially as it relates to chosen academic goals.
2. Develop a personalized academic plan aligned with career aspirations and personal goals which reflect priorities, goals, talents and interests.
3. Utilize campus resources to support academic, mental health, and social well-being and communicate need for assistance when applicable.
4. Develop decision-making and self-advocacy skills.

Helpful Academic Advising Resources:

[Academic Advising & Assistance | myGU](#) Official website of AAA

[Common Links | myGU](#) Links to registration forms and transcript requests

[On-Campus Resources | myGU](#) Links to support services on campus

[Gonzaga's Catalogs | Gonzaga University](#)

[Degree Requirements - Course Catalog | Gonzaga University](#)

[University Core | myGU](#) Explains the Core requirements for graduation

[2025-2026 Calendar | myGU](#)

[Academic Planning | myGU](#) How to do a degree evaluation and make an academic plan

[Degree Worksheets | Gonzaga University](#) Information for College of Arts & Sciences

[Advising and Degree Resources for Students](#) Canvas course of advising resources

[Academic Citizenship - Course Catalog | Gonzaga University](#)

[Academic Success Plan | myGU](#) For students in academic recovery

[Family Education Rights & Privacy Act \(FERPA\) | Gonzaga University](#) Explanation of federal law regarding student record privacy

Advising Agreement: By participating in academic advising at Gonzaga University, both advisors and students commit to open communication, mutual respect, and active engagement in the advising process. If at any time either party has concerns or issues that cannot be resolved between advisor and student, the Director of the Office of Academic Advising and Assistance can be contacted to facilitate a desired outcome. If the Director is

unable to find a satisfactory resolution, the Dean of Well-Being and Flourishing is the next step in the process. Students are held responsible to act according to the [Student Code of Conduct | Gonzaga University](#) and academic advisors must uphold any Human Resources and/or University policies and standards.