

Academic Advising Syllabus 2021

Advisor: **Dr. Veronica Paz, CPA, CITP, CFF, CGMA**

Professor of Accounting

Office: ECB 221 E

Contact Info: vpaz@iup.edu;

Cell Phone 724-590-9164 (you can text me)

My Website www.drvpaz.com

To schedule appointments directly on my calendar: <https://www.drvpaz.com/appointments>

You can connect with me on various social platforms via my website: www.drvpaz.com.

Dr. Veronica Paz, CPA, CITP, CFF, CGMA



Office Hours: **NO FACE TO FACE APPOINTMENTS!**

I will advise you via Zoom, Telephone or email (your choice).

I have several time slots available for you to book as well. Just do so on my calendar:

<https://www.drvpaz.com/appointments>.

All appointments for advising this semester will be via Zoom, email and/or telephone.

Please set up an appointment with me in advance (via my website). I devote our time to solely your needs. I don't want to frustrate or disappoint you, and I definitely don't want you to think I am shirking my advising responsibilities to you!

My role as your faculty advisor at Indiana University of Pennsylvania is to do just that – **ADVISE** you throughout your educational journey toward a bachelor's degree.

What does that mean?

Well, I can help you with any (or all) of the following issues:

- Giving you your pin number and helping you to choose courses for the coming semester
- Talking with you about any challenges you are facing personally or academically
- Guiding you to IUP or community resources if you require help beyond my purview
- Serving as your advocate/sounding board if you are having trouble with any faculty member, staff member or fellow student at IUP
- Assisting you with any short or long-term goals you have set for yourself
- Helping you to explore internship and/or career options
- Help you with your resume and career endeavors.

You are **REQUIRED** to meet with me once each semester to discuss your schedule and get your pin to register; but you are **ENCOURAGED** to meet with me whenever you feel you need some extra support in any way.

Note: Just because we register for fall classes in late March doesn't mean you have to wait until then – or the last possible minute – to schedule an advising appointment with me. We can discuss your fall schedule

ANYTIME, and I can give you your pin when it becomes available, so you are ready to schedule immediately on the date you become eligible. Even if you have a hold on your account for some reason, see me early, so it's **not an emergency** for us to get together when you are finally able to schedule.

My personal advising philosophy is as follows:

I am here for you. While I thoroughly enjoy teaching you in the classroom, my favorite part of being your professor is getting to know you on a more personal level and helping you to set, move toward and achieve your career and personal goals. Nothing is more fulfilling than having IUP Accounting alumni come back and tell me I made a difference in their lives. THAT is why I teach – to inspire and encourage students to dream big and achieve their goals.

I spent some time learning more about how to be an effective advisor. I learned that there are **four basic types of advising**. I would like to share them with you, so you can better understand how our needs and responsibilities may intersect.

1. **Prescriptive Advising** – This is like when you go to the doctor's office. You go in, tell your doctor what's up, he/she prescribes you something, you take it and use it. Example: you come to see me with a schedule that you think works for the semester, I give you my input and your pin number, and we're good-to-go! It's pretty quick and dirty. This works best when you own your advising responsibilities.
2. **Developmental Advising** – This is more of a career counseling session. We explore life goals together, choose a program to study, discuss course choices, create a pathway to graduation and beyond. This takes a little more time, so ask for more of my time when you make an appointment if you need this type of advising. Example: You have no idea if/when/where you should do an internship, or maybe you're thinking about picking up a minor.
3. **Intrusive/Proactive Advising** – If either you or I feel as though you need some extra help, we need to both get on it before you begin to spiral downward ... I will reach out to you if I feel you might be "at risk" of landing on academic probation, and you should reach out to me if you feel as though you might be heading that way. Example: I get notified that you're on academic probation; we need to meet and create a wellness plan together!
4. **Appreciative Advising** – This is where **we truly become a team**! We discover, dream, design, deliver and we DON'T SETTLE! This is where we decide you're after a skill set, not a particular job. We can set goals together and track milestones. If you seek this type of advising, let's do it! It takes time, and maybe it would be better for us to meet over lunch or coffee.

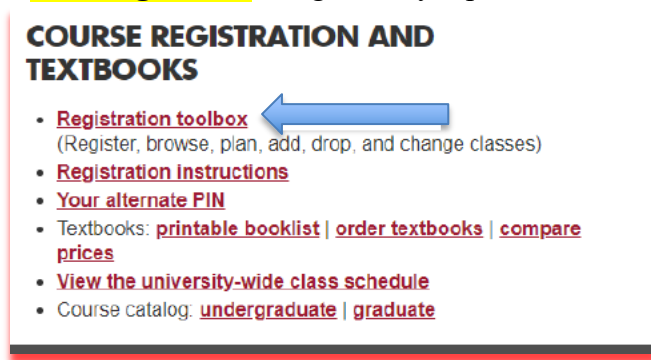
Which type of advising do YOU prefer? Each of these types of advising work for different situations; our situations will change from time to time. Think about what type you will need when you make your appointment and be sure to block enough time for us to accomplish your advising goals for that appointment.

Now, there are a few things I expect from YOU, my advisee:

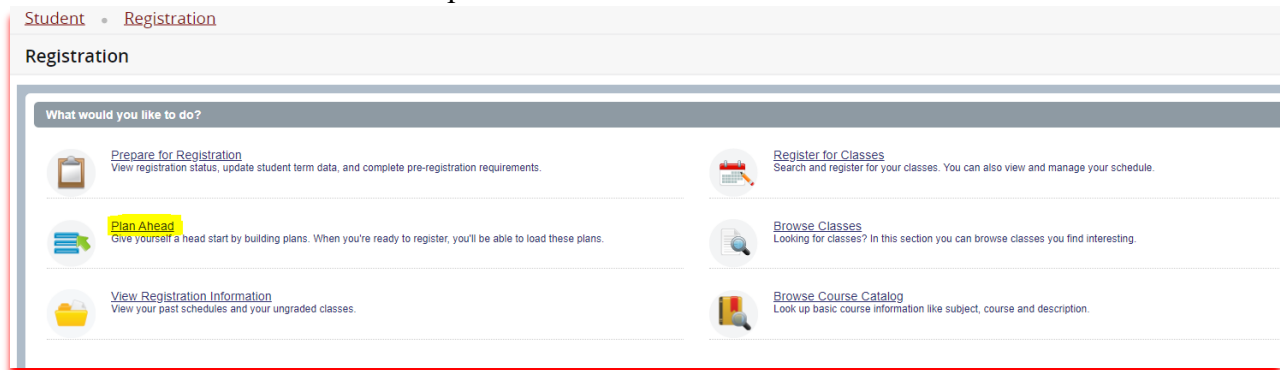
1. **Learn** as much as possible about program requirements that affect you. The Undergraduate Catalog contains a wealth of important and useful information -- <https://www.iup.edu/registrar/catalog/>. I have a hard copy (and I don't like paper), and you can get one of those, too, at the Co-Op store. Academic requirements change, but **you are bound to the catalog that was published the year you started at IUP**. You may be eligible for any changes that have taken place since your admission. We can discuss these when we meet. Think of it as "**the contract**" between you and IUP. The Office of Student Conduct has lots of information of which you should be aware as well -- <https://www.iup.edu/studentconduct/>. And, don't forget about Degree Works! Find it in your MyIUP. It's a great way to track your academic progress. Also, check your transcripts especially for any transfer credits or grades changes.

2. **Prepare** for each visit with me by making a list of issues you wish to discuss. If course selection or scheduling is one of the topics, please do some thinking and planning before you come to see me. Please don't expect me to do your scheduling for you. Again, I'm your advisor, not your dictator!

Also, as part of your preparation, be sure to add those classes you are considering for the next semester in **Advising Profile**. Log into my.iup.edu and select **Registration toolbox**.



Then select Plan Ahead to create a plan of classes for next semester.



We can review your plan when we meet and discuss further.

3. **Make an advising appointment and keep it.** It is up to you to reach out to me to schedule an appointment. I would like for you to do that professionally by scheduling directly on my calendar via <https://www.drvpaz.com/appointments> you may sign up for an appointment anytime that is available.

You will note how we are meeting when you complete the online appointment form for Office hours. For the Spring 2020 semester we will be meeting via email, Zoom or Telephone. Please indicate at the time of your booking our appointment.

Below is an example of the form you will complete on my website to schedule an advising appointment.

Name (First, Last) *

Email *

Phone Number *

Add your Message *

How are we meeting? Telephone, Zoom, in my office? *

Add Your Question Here

* Required Info

Use your IUP Email here

Provide a number in case I need to reach you

Note why we are meeting: Advising

M W F Office T or H Zoom or Phone

If you have a particular concern do note it here

Click Book it to finalize your appointment

Office Hours

30 min | Office hours

March 26, 2019 3:00 pm

In office, via Zoom or via telephone

Book It

And, please understand, life happens. If you must reschedule, send me a quick text (724-590-9164) or a quick email at vpaz@iup.edu to let me know you won't be able to keep your appointment. I will show you the same respect in the event I need to reschedule for some unforeseen reason.

I will send you a calendar invite and a zoom link if you choose to meet via Zoom. If you choose to meet via telephone, then I ask you to call me at 724-590-9164 the scheduled time of your appointment. I will also send you a calendar invite for all appointments.

Here is what you may expect from ME, your advisor:

1. **Be available:** You have access to me as needed throughout the semester, not just around registration times. I am required, by contract, to hold office hours for at least five hours throughout the week. I make myself available to you much more than that. I publish my office hours, and I do my absolute best to stick to them. However, as the chairwoman of our department, I have MANY meetings that sometimes conflict with my office hours. I will meet with you at your convenience whenever possible; we just need to negotiate!
2. **Be knowledgeable:** If I don't have the answers to your questions, I will find them, or I will direct you to the proper agency, either on campus or off campus, that can help you.
3. **Care:** I CARE ABOUT YOU! I care about you as a student and as a human being. I want you to succeed. I am a good listener, and I want to get to know you. When you get what you need from IUP, you graduate and become a productive member of society. That makes me happy and fulfilled, and our IUP degrees (yes, I am an IUP Journalism and PR Department alumna) gain value. I'm all about that.





Graduating

If you are planning to graduate in this term, please email Dr. Sekhar Anantharaman at sekhar@iup.edu with your intended graduation date and BannerID. He will complete the pre-graduation check and email you his comments (and copy me your advisor). You DO NOT need to make an appointment to meet with Dr. Sekhar to get this done.

Here are some important dates; please mark your calendars!

Registration Schedule for Summer 2021

All time appointments begin at 8:00 a.m.

Event	Date
All Continuing Undergraduate and Graduate Students	Opens Monday, March 29

Registration Schedule for Fall 2021

All time appointments begin at 8:00 a.m.

Group	Date
Veterans, Undergraduate	Monday, March 29
Veterans, Graduate	Monday, March 29
All Other Undergraduate Priority Groups	Tuesday, March 30
All Other Graduate Priority Groups	Tuesday, March 30
Graduate Students	Wednesday, March 31
Senior (90 or more credits)	Wednesday, March 31
Junior (60–89 credits)	Friday, April 2

Group	Date
Sophomore (30–59 credits)	Monday, April 5
Freshman (0–29 credits)*	Wednesday, April 7

*This registration process is for continuing IUP students only. Incoming freshmen and transfer students will register for classes as part of [Orientation](#).

How to Register for Classes

For every semester you are at IUP, you need to register for classes one semester in advance. Here's a step-by-step guide to what you need to do.

Undergraduate students should plan on registering for 15 credits each fall and spring to graduate on time.

Step 1: Visit MyIUP

[Sign in to MyIUP](#), where you'll want to do two things:

Check for Registration Hours

Look on your MyIUP home page to see if you have this message showing under "My Alerts":

- Records indicate that you may have a hold on your account that will prevent you from registering for class.

Holds on your account can stop you from registering on time and prevent you from getting the courses you need. Follow the directions on the hold to resolve it as soon as possible. If you're having trouble getting a hold cleared, the Academic Success Center's [Office of the Student Advocate](#) can get you pointed in the right direction.

Find Your Time Appointment and Put It In Your Calendar

Now head to the MyIUP **Academics** page, look for the **Course Registration and Textbooks** box, then click on **Registration Toolbox**. Within the toolbox, click **Prepare for Registration**.

All the registration time appointments for continuing students are also listed below. If you need them, we have detailed instructions on [checking your registration status](#).

Step 2: Meet With Your Advisor

Contact your advisor and make an appointment to meet with them. At your meeting, discuss what courses you should enroll in next semester and get your alternate PIN.

Meeting with your advisor is vital! You need to make sure you're taking the correct courses, in the correct order, so you can complete your requirements for graduation on time. Don't wait until the last minute. The Academic Success Center has [advice on meeting with your advisor](#).

Not sure who your advisor is? Your advisor's name and contact are on the [MyIUP](#) Academics page (look for the **My Advisor** section).

Step 3: Ready, Set, Register!

When your time appointment arrives, go to the [MyIUP](#) Academics page, find the **Course Registration and Textbooks** box, and get started. We have [detailed instructions on how to register](#).

If there isn't room in a particular section, you might be able to add yourself to a waitlist. We have [detailed instructions about waitlisting](#).

See the [Office of Student Billing](#) for more information about [additional fees](#).

I am really looking forward to meeting you, getting to know you and learning with you.

If you work with me, I will be your biggest cheerleader, and I will help you to succeed in every possible way I can. Good luck with your educational adventure at IUP! I'm here for you.