

# BABSON COLLEGE

## | Student Advising & Success

Hollister Hall, Suite 220 | Wellesley, MA 02457  
Hours: Monday – Friday, 8:30a.m. - 4:30p.m. ET  
1-781-239-4075 | [studentadvising@babson.edu](mailto:studentadvising@babson.edu)  
<https://www.babson.edu/academics/undergraduate-school/student-advising--success/>

### What is Academic Advising?

An educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, The Global Community for Academic Advising)

## STUDENT ADVISING & SUCCESS SYLLABUS

### Connecting: Mission & Vision

The Department of Student Advising & Success is the advising and support office for Babson's undergraduate students. Through advising, Student Success Advisors work collaboratively with the Babson community to empower, educate and support students from matriculation to graduation. Utilizing a holistic approach, Student Success Advisors encourage students to discover, explore and focus their goals. The advisors facilitate the process of self-awareness, decision-making and responsibility to drive student success.

As part of the "ONE Babson" experience, Student Success Advisors strive to educate and empower students to take ownership of their educational journey, recognize and understand the interconnectedness of their academic, personal, and professional successes in order to make intentional decisions that optimize their educational experiences.

The College defines academic policies and expectations within the [Undergraduate Student Handbook](#), which is built on the foundation of our core values of respect and integrity.

### Expectations

Although students are not required to meet with a Student Success Advisor, with the exception of students on academic probation, we encourage students to take advantage of our support.

#### Academic Advisor Responsibilities:

- Teach students how to track progress with the Academic Progress tab on [Workday Student](#)
- Help students identify and prioritize academic goals
- Advise students on options to achieve academic goals
- Support students on Academic Probation
- Connect students to on-campus resources based on interests and needs
- Assist students with developing an educational plan that is consistent with their goals, interests, and abilities
- Understand and effectively explain curriculum, graduation requirements, and college policies/procedures
- Listen to students' concerns and respect their individual values and choices
- Be available to answer students' questions through scheduled meetings, drop-in hours, or email. Emails will be responded to within three business days
- Maintain confidentiality whenever possible

#### Student Responsibilities:

- Take ownership of academic planning
- Learn how to use the Academic Progress tab on [Workday Student](#)
- Schedule meetings to talk about academic goals
- Consider the information provided at the meeting and decide how to proceed
- Read the [Student Handbook](#) carefully, be aware of degree programs and requirements at Babson and make use of all academic resources on campus
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## **Student Responsibilities Continued:**

- Come to advising meetings prepared by gathering all relevant decision-making information (e.g., emails from your Advisor and the College, information online, applicable tutorials, and the SAS Newsletters)
- Become knowledgeable about college programs, academic policies, and deadlines—and follow them
- Accept responsibility for decisions made
- Keep your advisor up to date on any major changes in your academic progress and/or plans and any medical, financial, or personal issues that may affect your academic performance
- Regularly read all emails and ask questions if a specific matter is not clear. Email is the official mode of communication at Babson College

## **Advisor Assignment**

Student Advising & Success is home to the Student Success Advisors, a student's primary academic advisor throughout their tenure at Babson. Students can see who their Student Success Advisor is by clicking on the Academics icon within Workday. During your time at Babson, you may interact with advisors in multiple ways both in-person and virtually on Webex: appointments, drop-in advising hours, phone, and email.

## **Appointment**

Student Success Advisors are available to meet with students for a variety of topics. During these appointments, which are typically 30 minutes, students are expected to reflect upon and discuss their academic progress, challenges, strengths, goals, and degree plans. Students are welcome to make an appointment anytime to meet with their advisor.

## **Scheduling**

Schedule an appointment with your assigned Student Success Advisor on Advisor Link: [advising.babson.edu](https://advising.babson.edu) or by calling 1-781-239-4075.

## **Preparing**

Advising appointments are a great opportunity to have someone listen to your concerns, celebrate your accomplishments, and answer your questions. Complete the following steps before an advising appointment to help ensure you have a productive advising meeting:

- Note the appointment date and time, arrive to appointments on time, and cancel the meeting, at least 24 hours in advance when possible, if you cannot attend
- Review your Academic Progress tab on Workday Student to track what classes you have completed and/or are currently enrolled in
- Prepare a list of questions to ask the advisor
- Reflect on ideas of educational goals (What do you want to learn during your time at Babson? What tools/resources do you need to be a successful student? What campus opportunities might you want to engage in?)

## **Drop-in Hours**

Babson students are welcome to attend drop-in advising hours. Drop-in advising sessions are seen on a first-come, first-served basis. Check the SAS Newsletter or with your assigned Student Success Advisor for their current drop-in hours.

## **Email**

Advisors are available to answer questions over email. Emails will be responded to within three business days. Emails to advisors are professional communications, so please include: greeting, salutation, first and last name. If students have a more immediate advising concern, please call Student Advising & Success front desk: 1-781-239-4075.

## **Changing Advisors**

Students requesting a change of advisor should submit a request to the Director of Student Advising & Success.