

# ADVISING

## Academic Advisement

Your advisor plays a significant role in helping you develop a plan of study that will enable you to achieve your academic and career goals. Be sure to consult with your advisor on a regular basis.

Students should ensure that all prerequisites have been met prior to taking advanced courses by checking with their program advisors. Sequencing requirements will vary depending on the degree program and concentration.

For more information, see Academic Advising (<https://www.sps.nyu.edu/homepage/student-experience/resources-and-services/Advising.html>).

## Academic Advising

Academic advisement is an integral part of the student experience at SPS. Advisors work to prepare the next generation of leaders by helping students achieve their individual goals while upholding the mission of the school.

### How Advising Works

Advising is a partnership between the student and the academic advisor; it is essential to the academic experience and vital to student success. Academic advisors are the primary contacts to the SPS student community; using a student focused, holistic approach, advisors guide and support students in achieving their academic, personal and professional goals.

Students are fully engaged in their academic experience by making informed decisions about their academic, professional and personal goals.

### Role of Advisor

- Guide and support students in achieving their academic, personal and professional goals throughout their NYU student experience
- Develop a strong working relationship that promotes students' growth
- Assist with developing an academic plan that meets degree requirements for the successful completion of the degree and the maintenance of good academic standing
- Connect students with appropriate campus resource offices and/or faculty to provide additional support as needed
- Monitor progress toward educational goals and degree completion.

### Role of Student

- Take ownership of their academic experience
- Familiarize themselves with student services and academic resources at the School and University
- Seek out appropriate campus resource offices and/or faculty to provide additional assistance as needed
- Actively seek out professional development opportunities by engaging with faculty, on-campus career resources and alumni.
- Learn and adhere to institutional policies and procedures and deadlines that govern undergraduate or graduate study ranging from drop/add dates and withdrawal deadlines to academic and student conduct policies.

## Resources and Services

Your academic advisor will work closely with many offices and resources both at the School and at the University. A comprehensive list of these services is available on the Office of Student Affairs page.

For more information, see Resources and Services (<https://www.sps.nyu.edu/homepage/student-experience/resources-and-services.html>).

### Academic Planner

Academic Planner is an online tool that students and advisors can use collaboratively to plan students' paths to graduation, term by term. Watch a training video and find answers to FAQs on the Academic Planner website.

For more information, see Academic Planner (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/academic-planner0.html>).

### Policies and Procedures

Familiarize yourself with policies and procedures that have been established to guide students through their academic careers while being part of the larger University community.

For more information, see Policies and Procedures (<https://www.sps.nyu.edu/homepage/student-experience/policies-and-procedures.html>).

### When to Meet with an Advisor

Students are assigned an advisor shortly after admission. Students meet with an academic advisor at least once a semester to discuss course selections for the following term, but can also schedule additional meetings as questions arise throughout the year. We encourage you to meet with your advisor as often as you like.

To get the most out of your meeting with your advisor, it's important to come prepared. Here are some tips:

- Review your academic degree requirements ahead of time.
- Make a list of courses you are interested in taking.
- Review your record in Albert to review any holds.

## Tips for a Successful Academic Career

### Be Proactive

- Stay in control of your life, never miss classes, and don't fall behind in your studies.
- Familiarize yourself with the degree requirements.
- Jot down any questions you have to ensure they are addressed in the meeting(s) with your adviser.
- Before seeing your advisor, prepare your schedule on a Registration Worksheet following that plan.
- Select course sections in the course schedule book and on Albert to create a workable schedule.

### Refine Study Skills

- Developing good study skills is an important aspect of a successful student.
- Know how to study; learn all the tips and tricks to optimal studying.

### Ask Questions

- Don't be afraid to ask questions.
- You should initiate a partnership with your professors.

Each academic department focuses on industry-specific specialties. While advisors reside within their academic specialties, all advisors are part of the SPS advising team sharing goals, strategies and best practices for student success.

### **Division of Applied Undergraduate Studies**

212.992.9055

[appliedUG.advising@nyu.edu](mailto:appliedUG.advising@nyu.edu)

### **Division of Programs in Business**

212.992.3288

[spsdpb.advising@nyu.edu](mailto:spsdpb.advising@nyu.edu)

### **Center for Publishing and Applied Liberal Arts**

212.998.7095

[cala.advising@nyu.edu](mailto:cala.advising@nyu.edu)

### **Center for Global Affairs**

212.992.8380

[graduate.global.affairs@nyu.edu](mailto:graduate.global.affairs@nyu.edu)

### **Center for Publishing**

212.992.3236

[pub.center@nyu.edu](mailto:pub.center@nyu.edu)

### **Jonathan M. Tisch Center of Hospitality**

212.992.9086

[tisch.center@nyu.edu](mailto:tisch.center@nyu.edu) ([tisch.cent@nyu.edu](mailto:tisch.cent@nyu.edu))

### **Preston Robert Tisch Institute for Global Sport**

212.998.9104

[t\(tisch.cent@nyu.edu\)isch.institute@nyu.edu](mailto:t(tisch.cent@nyu.edu)isch.institute@nyu.edu) ([tisch.institute@nyu.edu](mailto:tisch.institute@nyu.edu))

### **Schack Institute of Real Estate**

212.992.3335

[schack.advising@nyu.edu](mailto:schack.advising@nyu.edu)

## **NYUSPS Wasserman Center**

### **A Hybrid Career Center**

The NYUSPS Wasserman Center supports School of Professional Studies students and alumni, virtually and in-person. To schedule career coaching appointments, login to Handshake (via NYU Home or [nyu.joinhandshake.com](http://nyu.joinhandshake.com)) or email [sps.wasserman@nyu.edu](mailto:sps.wasserman@nyu.edu).

### **Career Management at NYUSPS**

To ensure students and alumni are prepared to manage lifelong professional success, the NYUSPS Wasserman Center partners with you on activating a career wellness mindset to successfully manage the changing world of work, while being true to your values, life's purpose and having a growth mindset.

For more information, see Get Started (<https://www.sps.nyu.edu/homepage/careers/get-started-and-connect-with-a-career-coach.html>) and List of Hybrid Offerings (<https://drive.google.com/file/d/1EapBWeKCmRVPXp3fviklAwsrqCupezTc/view/>)

### **Meet the Team**

The NYUSPS Wasserman Center for Career (<https://www.sps.nyu.edu/homepage/careers.html>) Development (<https://www.sps.nyu.edu/homepage/careers.html>) is your partner in activating your professional goals and career aspirations. We specialize in transitions from students

entering the world of work, to experienced professionals returning to school.

### **Hire and Engage with NYUSPS Talent**

NYUSPS connects organizations to global talent from entry-level to experienced. Areas of study are functional and industry-specific, offering solutions to complex hiring needs.

For more information, see Employers and Faculty (<https://www.sps.nyu.edu/homepage/careers/faculty-engagement.html>)

### **Career Success**

Professional success at NYUSPS is defined in many ways by students and alumni; from exploring new career paths, landing opportunities in global locations, receiving promotions and finding happiness in their careers.

For more information, see Career Success (<https://www.sps.nyu.edu/homepage/careers/career-success.html>) and Alumni Success (<https://www.sps.nyu.edu/homepage/careers/career-success/alumni-success.html>).

### **Contact Us**

The NYUSPS Wasserman Center is available to answer questions by phone at 212-998-7205 or by email at [sps.wasserman@nyu.edu](mailto:sps.wasserman@nyu.edu).

A member of our team will reply to you within one business day.

### **Address**

7 East 12th Street, 5th Floor

### **Office Hours**

Mon-Fri 9am-5pm ET

- Morning Appointments (8-9am ET) offered virtually - check **Handshake** for availability
- Evening Appointments (5-7pm ET) offered virtually - check **Handshake** for availability