

Academic Advising Syllabus

Office of Academic Affairs
George Mason University Korea

1. GMU Korea Advisor Contact Information

Chief Academic Advisor <i>Full-Time Advisor for All Majors at the Korea campus</i>	Ms. Sharon Kim Email: ykimk@gmu.edu
Faculty Advisor <i>Business Advisor at the Korea campus</i>	Prof. Kent Zimmerman Email: dzimmer2@gmu.edu
Faculty Advisor <i>Conflict Analysis and Resolution Advisor at the Korea campus</i>	Prof. Roland Wilson Email: rwilso13@gmu.edu
Faculty Advisor <i>Economics Advisor at the Fairfax campus</i>	Prof. Jason Dunick ¹ Email: jdunick@gmu.edu
Faculty Advisor <i>Global Affairs at the Korea campus</i>	Prof. Jason Morris Email: jmorrisf@gmu.edu

2. Communicating with an Advisor

Students **must** use their official MasonLIVE email account when seeking advising through email. United States federal privacy law and Mason policy require that any communication with a student related in any way to a student's status be conducted using secure Mason systems.

When e-mailing an advisor, please include (a) **your first and last names**, and (b) **your G-number**.

Advisors can answer quick questions via email. If your questions require extensive advising and/or in-person assistance, the advisor may request that you schedule an appointment (*see* “3. Scheduling an Advising Appointment”). Advisors typically respond within two (2) business days.

3. Scheduling an Advising Appointment

To schedule an advising appointment, please email an appropriate advisor with (a) **your first and last names**, and (b) **your G-number**. Include any additional details you feel are relevant to your inquiry. When the student requests an advising appointment, he/she will receive a reply back from the advisor confirming the date and time.

Appointments with advisors are scheduled for 30 minutes by default. If you expect to need more time, you should explicitly request extra time with the advisor when scheduling your appointment.

4. Preparing for Your Advising Appointment

- Write down questions that you have in advance, and bring the questions with you.
- Bring a pen and paper and be prepared to take notes as needed.
- Bring any other supportive or necessary documents relevant to your appointment.
- If preparing for course registration, review your major's [four-year plan](#) and check course availability at Patriot Web, then draft a list of courses and bring the draft with you.

¹ Professor Dunick works at the main campus and is only available through email. Economics majors should meet with Ms. Kim for in-person appointments at the Korea campus.

5. Rescheduling or Cancelling an Advising Appointment

Situations may arise that cause you to reschedule or cancel an appointment. If you need to reschedule or cancel your appointment, please notify the advisor as soon as practicable **prior** to your appointment. The advisor will notify you as soon as practicable to cancel/reschedule your appointment.

6. Late Appointment Policy

If you are late to your advising appointment by 10 or more minutes and appear **before** the conclusion of your scheduled appointment, the advisor may, at his or her own discretion, choose to either advise you, or require you to reschedule your appointment.

7. “No-Show” Policy

If you do not arrive **before** the conclusion of your scheduled appointment and you did not provide notice to the advisor **prior** to your appointment, your absence will be marked as “no-show.”

If you arrive **after** the conclusion of your scheduled appointment and you did not provide notice to the advisor **prior** to your appointment, the advisor may, at his or her own discretion, choose to either advise you, or require you to reschedule your appointment. Your absence to the original appointment will remain marked as a “no-show.”

After two (2) “no-shows” during any point in a semester, you will not be able to schedule an appointments during all peak-advising periods of that same semester. Peak advising periods include the weeks immediately both prior to and after the start of a semester, and the final weeks of a semester. Your “no-show” counter will reset to zero (0) at the conclusion of the semester.

8. Advisor and Advisee Responsibilities

A. What You Can Expect an Advisor to Do

- Guide, mentor and support as you make academic progress for your degree program.
- Listen to questions and concerns and assistance in development of decision-making skills, self-evaluation skills, and educational plans.
- Answer your questions in a timely manner.
- Effectively communicate Mason’s policies, deadlines, and degree requirements.
- Refer to appropriate campus resources, organizations, and faculty/staff members as needed to facilitate academic performance and enhance your college experience.
- Uphold the values, policies, and procedures of their schools, departments, and the University.
- Maintain confidentiality of student records.
- Maintain accurate online records of all advising contacts with students.

B. What You Are Expected to Do

- Schedule and attend advising appointments *at least* once a semester.
- Review your [four-year plan](#) and the courses you will need to register for the upcoming semester and bring the list with you when you come for advising.
- Familiarize yourself with Mason’s policies, procedures and major options.
- Read both print and electronic university communication, and respond when needed.
- Be responsible and reply to advisor’s requests and comments through emails and phone in a timely manner.
- Review your academic progress every semester using the [Degree Works on Patriot Web](#).
- Assume responsibility for all decisions and actions that may impact academic options.
- Be aware of all important dates and deadlines *each* semester.