



# RUTGERS

UNIVERSITY | NEW BRUNSWICK

## Rutgers School of Arts and Sciences Honors Program Advisor/Advisee Relationship

The SAS Honors Program assigns an honors advising dean to you when you enter the SASHP. This Honors advisor will be your primary point of contact for all advising and a guide and resource from matriculation to graduation. You are encouraged to contact your honors advising dean to schedule an appointment or visit during designated drop in hours.

### Your honors advising dean will:

- Serve as your primary contact for information about university, school, department, and SASHP policies, procedures, and requirements, and provide advice for how best to incorporate SASHP requirements into your major, minor, and Core Curriculum requirements.
- Help you develop an academic plan and provide insight about course scheduling.
- Facilitate your exploration of your educational and career objectives based on your abilities and interests.
- Guide you as you explore academic programs, undergraduate research opportunities, internships, study abroad programs, and other SASHP or university academic experiences.
- When appropriate, make referrals to other offices and resources.
- Inform you about your responsibilities in the advising process and your education in general, and uphold the privacy of your academic records in accordance with university policy.

### Your role in the advising relationship is to:

- Consult with your honors advising dean at least twice a semester to discuss your progress toward honors, major, minor, and school requirements; discuss courses; ask questions; and explore other educational opportunities and career goals.
- Inform your honors advisor of any significant challenges you encounter.
- Meet with your major and minor departmental advisors to acquire the information needed for major/minor course scheduling, program planning, and successful completion of all graduation requirements.
- Learn and uphold the policies and procedures of the SASHP, SAS or RBS, and relevant academic programs.
- Utilize proper communication and meeting etiquette when addressing advisors, faculty, and other administrators via email, phone, and in person. Include your full name and RUID in all emails, and arrive at all advising meetings on time, ready to take notes, with questions and an open mind.
- Share your accomplishments—major academic awards and prizes, publications, internships, summer jobs, and admission to graduate or professional school—with your honors advisor.

We hope that your relationship with your honors advising dean is a satisfying one. Your assigned dean looks forward to working with you throughout your studies at Rutgers, but you are always welcome to make an appointment with any of the Honors Program advising deans to take advantage of their distinctive strengths and interests.