



Massachusetts Institute of Technology

Your Department

Advising Syllabus [YEAR]

Advisor Name:

Office Hours:

Email:

Preferred Contact Method (ex: email, phone call, contact administrative assistant, etc.)

Best way to schedule an appointment:

What is Advising?

Advising is a proactive teaching and learning experience between you and your advisor that encourages you to think critically about your time at MIT. It's more than just course selection—it's a mutually collaborative relationship built on respect, support, and student empowerment. Advising is designed to help you develop an individualized path through the curriculum, one that aligns with your academic, personal, and professional goals. Academic advising "contextualizes students' educational experiences within the frameworks of their aspirations, abilities, and lives to extend learning beyond campus boundaries and timeframe."

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Who Are Your Advisors?

Now that you have declared your major, your primary advisor is your departmental advisor. Your **departmental advisor** is your main connection to your academic department and is an expert in your field. You also have a **UAC advisor** who can support you with any non-department-specific concerns and can provide individualized, holistic support through graduation. UAC advisors are generalists who focus on holistic advising and will help you navigate MIT and connect you with the right campus resources and opportunities. **To connect with your UAC advisor, check [WebSIS](#) or email advising@mit.edu.**

Departmental Advising

What I expect from you: (Add/edit to reflect your expectations)	What you can expect from me: (Suggestions: Feel free to edit)
• Respond promptly to emails from your advisor. • Maintain contact with your advisor through emails or meetings. • Prepare for meetings by thinking about or writing down questions, concerns, and goals. • Be an active participant in identifying your educational goals and creating an academic plan	• Serve as curriculum expert on specific classes, course substitutions, graduation requirements in the major, etc. • Advise you on graduate school, research, and field-specific networking options. • Approve your registration. • Provide information on programs and engagement opportunities that are major/department-specific. • Be available to meet with you and answer your emails within 3 business days

Typical Annual Advising Cycle in **YOUR DEPARTMENT**

Month	Advising Activities (add department-specific dates) Academic Calendar https://registrar.mit.edu/calendar
August	- Registration opens for current academic year - Meeting with departmental advisor to register for classes
September	- Registration Day - First day of Fall classes - Registration deadline for Fall semester
October	Add Date
November	Drop Date
December	- Pre-reg for IAP and Spring semester begins - Last day of classes - Final exams
January	- Spring pre-reg deadline - Registration week - Meeting with departmental advisor to register for classes
February	First day of classes
March	Add Date
April	Drop Date
May	- Pre-reg for Fall and Summer sessions - Last day of classes - Final exams - Commencement
June	Summer registration opens

Important Advising Resources

Add/Drop Information	Navigating Institute Resources
UAC Student Success Toolkit	UAC events and programs
Goal Setting worksheet	Four Year Planner
Student Success Portfolio	Email templates for UROP search and professional correspondence
Tips for Time Management	Preparing for Fall Advising & Building Authentic Faculty Relationships

Campus Resources

Campus Resource	Why might you go to this office?	Location, Phone, Email
Undergraduate Advising Center	For academic advising, course planning, and support in navigating your academic journey.	Location: 11-101 Email: advising@mit.edu Phone: 617-253-6771 <i>Drop-In Advising Hours (11-101 and Zoom): M-F, 12:00-2:00pm</i>
Office of Academic Community, Empowerment, and Success	For academic support, mentoring, leadership programs, and funding for students who are first-generation, low-income, transfer, underrepresented, and/or underserved.	Location: 11-101 Email: mottley@mit.edu Phone: 617-253-5010
Registrar's Office	To check important academic dates, register for courses, or manage transcripts and enrollment.	Location: 5-117 Contact: https://registrar.mit.edu/contact-us Phone: (617) 258-6409
Dean On Call	For urgent after-hours support related to personal crises, safety concerns, or other emergencies.	Phone: 617-258-5152 or MIT Police at 617-253-1212 and ask for DOC (24-hour line)
Student Support Services (S^3)	To receive support with personal or academic challenges affecting your well-being or performance.	Location: 5-104 Email: s3-support@mit.edu Phone: 617-253-4861
Career Advising and Professional Development Office (CAPD)	For career counseling, internship opportunities, or assistance with resumes and job applications.	Location: 7-103, 7-104, and E17-294 Email: capd@mit.edu Phone: 617-715-5329
Course Catalog	To explore available courses, their descriptions, and prerequisites.	https://student.mit.edu/catalog/
CourseRoad	To plan your academic journey and visualize your progress toward degree requirements.	https://courseroad.mit.edu/
Disability and Access Services (DAS)	To arrange accommodations or support for disabilities to ensure equal access to resources.	Location: 5-104 Email: das-student@mit.edu Phone: 617-253-1674
Hydrant	A class planner for MIT students. <i>Note:</i> This is student-led and not an official MIT site.	https://hydrant.mit.edu/
Institute Discrimination & Harassment Response Office (IDHR)	To report or seek support for instances of discrimination, harassment, or bias	Location: W31-223 Email: idhr@mit.edu Phone: 617-715-4080
Intercultural Engagement	For programs and resources that promote cultural exchange, inclusion, and understanding.	Location: SPXCE W31-110 Email: mitixe@mit.edu

LBGTQ+ Women and Gender Services	For support, advocacy, and community-building programs for LGBTQ+ and gender-diverse students.	Location: MIT Rainbow Lounge Walker Memorial Second Floor (50-250) Email: lbgt@mit.edu
MIT Health	To access medical care, counseling, or other health and wellness services.	Location: E23 Phone: 617-253-4481
Office of Experiential Learning (ELO)	To find hands-on learning opportunities like internships and global experiences.	Website: https://elo.mit.edu/ Email: experientiallearning@mit.edu
Office of Religious, Spiritual, and Ethical Life (ORSEL)	For support in exploring spiritual, religious, and ethical practices and communities.	Location: W11: Religious Activities Center Email: https://studentlife.mit.edu/orsel Phone: (617)-253-7707
Doing Well	To develop skills, habits, and resources to support mental and emotional well-being.	Location: W20: 3rd Floor Email: doingwell@mit.edu
Office of the First Year (OFY)	For guidance and resources tailored to help first-year students transition to MIT.	Location: 11-101 Email: firstyear@mit.edu Phone: 617.253.6771
Student Financial Services (SFS)	To manage your financial aid, pay tuition, or get advice on budgeting and financing your education.	Location: E17-294 Email: sfs@mit.edu Phone: 617.258.8600
Undergraduate Research Opportunities Program (UROP)	To explore and apply for research projects that align with your interests and goals.	Location: 5-118 Email: urop@mit.edu Phone: (617) 253-7306
Violence Prevention and Response (VPR)	For confidential support and resources related to sexual violence, stalking, or unhealthy relationships	Location: W20-547 Email: vpradvocate@mit.edu Phone: 617-253-2300