Academic Advising Syllabus –

Office Location: Vertical Campus – 5th Floor – Room 215  
Phone: 646-312-4260

E-Mail: Academic.Advisement@baruch.cuny.edu  
Website: www.baruch.cuny.edu/advisement  
Facebook: Center for Academic Advisement

Materials to Bring: 
Walk-in Advisement – a copy of your Academic Worksheet. If you never completed a worksheet with an advisor, bring your DegreeWorks Audit. http://dgw.baruch.cuny.edu/  
Worksheet appointment – Major card/specialization (if you are a Weissman or SPA major) and a written list of questions or topics to discuss.

Our Mission – The Center for Academic Advisement is dedicated to assisting all Baruch undergraduates in taking ownership of their educational experiences. We endeavor to guide the students in making responsible choices towards achieving their educational, career and personal goals from orientation to graduation and beyond. We will do this with professionalism, courtesy and respect.

Advisor’s Responsibilities – What you (the student) can expect:

You can expect me as your advisor to:

1. Impart knowledge of Baruch’s policies, procedures and curriculum in a timely, accurate and responsible fashion.
2. Develop a partnership between the advisor and student in the educational process.
3. Assist in program planning that will lead into realistic life choices.
4. Facilitate initiatives that will strengthen the bond between the student and Baruch College.
5. Encourage and support students with information about and strategies for utilizing the resources and services available.
6. Monitor and accurately document students’ progress toward meeting their goals.
7. Be accessible for meetings with advisees via office hours for advising, telephone, e-mail and web access. Advisor will respond to student inquiries within 48 hours.
8. Maintain confidentiality.
9. Assist you in achieving success at Baruch College

Advisee Responsibility- What You are expected to do:

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

1. Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that can affect the rest of your life.
2. Willingness to learn- Be an active participant in the advising experience.
3. Seek information and assistance relevant to the decision making process.
4. Observe department rules and procedures. Respect advisors and CAA staff.
5. Take ownership of the learning process.
6. Explore, discover, and take advantage of college resources.
7. Ask questions if you do not understand an issue or have a specific concern.
8. Understand boundaries and parameters of advisor/advisee relationships.
Advisement Staff

Sharon D. Ricks  Director  Sharon.Ricks@baruch.cuny.edu
Dionne Brown  Peer Advisor Coordinator  Dionne.Brown@baruch.cuny.edu
Elaine Cataletto  Senior Academic Advisor  Elaine.Cataletto@baruch.cuny.edu
Krista Dejoseph  Transfer Student Specialist  Krista.Dejoseph@baruch.cuny.edu
Stephanie Gika  Senior Academic Advisor  Stephanie.Gika@baruch.cuny.edu
Phillip Hogue  Senior Academic Advisor  Phillip.Hogue@baruch.cuny.edu
Adam Joncich  Transfer Student Specialist  Adam.Joncich@baruch.cuny.edu
Lirie (Lily) Kurtaj  Student Athlete Advisor  Lirie.Kurtaj@baruch.cuny.edu
Marvin Rodriguez  E-Advisement Coordinator  Marvin.Rodriguez@baruch.cuny.edu
Vilmarie Rosario  Joint Committee on Academic Standing Coordinator  Vilmarie.Rosario@baruch.cuny.edu
Sarah Wagner  Registrar Liaison  Sarah.Wagner@baruch.cuny.edu
Lancia Yan  Newsletter Editor  Lancia.Yan@baruch.cuny.edu

Our Pledge:  We, the academic advisors, pledge to provide Baruch students with a valuable advising experience. As professionals, we hope to work in partnership with you so you leave the Center with the resources necessary to reach your academic goals.