

Armour College of Engineering Professional Academic Advising
Armour College of Engineering
Illinois Institute of Technology
Perlstein Hall, Suite 221
Chicago, IL 60616

What is Academic Advising?

Academic advising refers to situations in which an institutional representative gives direction or insight to a college student about an academic, social, or personal matter. The nature of this direction might be to inform, suggest, counsel, discipline, coach, mentor, or even teach. (Kuhn, 2008, p.3).

IIT Armour Academy Academic Advising Syllabus

In order to make your transition to IIT and to the Armour Academy as smooth as possible, the Armour Academy Academic Advisors have created this “roadmap” to help guide you to become successful students, well-rounded individuals, and successful future engineers. Similar to a course syllabus that you receive from your instructors at the beginning of each academic term, this Advising Syllabus will serve as a document that will lay out what you can expect from your Academic Advisors, as well as what we will expect from you in this Advisor-Advisee relationship.

Armour Academy Advising Directory

Melanie Jones - mjones58@illinoistech.edu

-Advises continuing students (students in their second year and beyond) enrolled in the following degree programs:

- Biomedical Engineering
- Chemical Engineering
- Electrical and Computer Engineering

-**Scheduling Link:** <https://calendly.com/mjones58-illinoistech/45min>

-**Office Location:** Perlstein Hall, Suite 221

Yasmin Rodriguez-Escutia - yrodriguezescutia@illinoistech.edu

-Advises first-year students (students who matriculated to IIT in the Fall of 2025 – Class of 2029) enrolled in the following degree programs:

- Biomedical Engineering
- Chemical Engineering
- Electrical and Computer Engineering

-**Scheduling Link:** <https://calendly.com/yrodriguezescutia-illinoistech/fall-advising-yasmin?month=2025-11>

-**Office Location:** Perlstein Hall, Suite 221

Gabe Martinez - gmartinez11@illinoistech.edu

-Advises continuing students (students in their second year and beyond) enrolled in the following degree programs:

- Civil, Architectural, and Environmental Engineering
- Mechanical, Materials, and Aerospace Engineering

-**Scheduling Link:** <https://calendly.com/gmartinez11-illinoistech/30min>

-**Office Location:** Perlstein Hall, Suite 221

Michael Arnaudo – marnaudo@illinoistech.edu

-Advises first-year students (students who matriculated to IIT in the Fall of 2025 – Class of 2029) enrolled in the following degree programs:

- Civil, Architectural, and Environmental Engineering
- Mechanical, Materials, and Aerospace Engineering

-**Scheduling Link:** [Calendly - Michael Arnaudo](https://calendly.com/marnaudo-illinoistech/30min)

-**Office Location:** Perlstein Hall, Suite 221

Roles and Responsibilities of Your Academic Advisor + Student Responsibilities

In order for this Advisor-Advisee relationship to function properly, and to ensure that each party gets the most out of this working relationship, there will be specific expectations that each party will be expected to abide by. These expectations are as follows:

Advisor Expectations:

- Providing guidance to you on course registration and four-year degree planning
- Connecting you with faculty members and academic departments when appropriate
- Assisting you with understanding and clarifying institutional policies and procedures
- Connecting you with relevant campus resources
- Serving as a point of support while you are navigating challenging academic/life circumstances

Being an advocate for you and your overall well-being and success - Helping you to make your unique mark at Illinois Tech

Student Expectations:

- Take the time to become familiar with and understand your degree requirements
- Carefully consider your academic and career goals
- Pay attention to important dates (via the [Academic Calendar](#)), such as:
 - **Add/Drop deadline** (deadline to make adjustments to your course schedule for the term)
 - **“W” deadline** (deadline to withdraw from a course and earn a “W” grade for the course)
 - When course registration for the following semester opens
- Read your email regularly (**at least** once per day) to monitor important messages from your advisor, your instructors, various support units on campus, etc.
- Ask questions if you don't understand something. This takes courage at first but ultimately will help to build your confidence in advocating for yourself!
- Advocate for yourself to the best of your ability
 - *Often times, we won't know that you need help unless you tell us*

Student Learning Outcomes

Like a course syllabus, your Advising Syllabus will also come with learning outcomes that we as Academic Advisors hope that you get not only out of the Advisor-Advisee relationship, but more importantly out of your time as a student at IIT. Below, you can find a list of these learning outcomes:

- Students will learn to be independent and resourceful
- Students will learn how to navigate and utilize their IIT campus resources
- Students will learn how to advocate for themselves, and ask for help when needed
- Students will familiarize themselves with their curriculum, and will actively engage with their Academic and Faculty Advisors when they have any clarifying questions/concerns
- Students will actively engage with the IIT community – Discovering their strengths and interests within academic, social, and career contexts
- Students will develop good rapport with their faculty members, and will lean on them for support with navigating the curriculum, industry-focused career advice, guidance with graduate school applications, etc.

Preparing for Your Advising Appointment

- Review your DegreeWorks degree audit (accessible via your IIT portal) ahead of time and begin to familiarize yourself with your degree requirements
 - If you have any clarifying questions after reviewing your audit, write them down to ask during your appointment!
- Come to the meeting prepared with a course plan for at least the following semester
 - This will make for a much more productive session if you have done your homework ahead of time!
- Review confirmation email ahead of time
 - Double-check the date, time, and venue of the appointment (in-person or virtual)
- If you find yourself unable to attend your appointment, please try to inform your Advisor ahead of time; at least **24 hours in advance if possible**
 - If you discover that you cannot make your appointment less than 24 hours before your scheduled appointment, we ask that you please still **inform your advisor that you won't be able to make it!**

-We understand that life happens! However, communication is not only the polite thing to do in this situation, but also the proper way of maintaining professional working relationships

What is the Difference Between an Academic and Faculty Advisor?

Within the Armour Academy, each student is assigned two advisors when they start at IIT – An Academic Advisor, and a Faculty Advisor. Each advisor not only provides different types of support to each student, but they also bring with them unique backgrounds and skills that they bring to their interactions with students. With this in mind, here are the distinctions that can be made between an Academic Advisor and a Faculty Advisor:

Armour Academy Academic Advisors

Armour Academy Academic Advisors serve as their assigned students' main point of contact from their time of enrollment through graduation. Academic Advisors can assist students with the following:

- Course registration and keeping track of degree progress**
- Helping students with keeping track of important dates and deadlines**
- Keeping up to date with important policies and procedures**
- Referring students to relevant campus resources**
- Serve as a liaison between students and faculty and make referrals to faculty when appropriate**
- Advocate for students and support them through any challenges that they may face**

Faculty Advisors

Alongside an Academic Advisor, Armour students are also assigned a Faculty Advisor. Faculty Advisors teach in the student's declared major and are "subject matter experts" about not only your chosen curriculum, but also the engineering field(s) most closely related to each major. Faculty Advisors can assist students with the following:

- Specific questions about your major's curriculum**
- Finding suitable research opportunities on campus**
- Industry-specific career guidance**
- Providing guidance with graduate school applications (including the [Accelerated Master's Program](#))**

Important IIT Campus Resources

- [Academic Calendar](#)
- [Academic Catalog](#)
- [Academic Resource Center \(ARC\)](#)
- [Canvas](#)
- [Career Services](#)
- [Center for Disability Resources \(CDR\)](#)
- [Communications Lab](#)
- [Dean of Students Office](#)
- [DegreeWorks](#)
- [Financial Aid](#)
- [IIT Portal](#)
- [Library](#)
- [Office of Global Services \(OGS\)](#)
- [Office of Technology Services \(OTS\)](#)
- [Student Accounting](#)
- [Student Health and Wellness](#)
- [Study Away](#)
- For information regarding IIT's FERPA policy (student rights as it pertains to educational records), please visit [this link](#)

Signature Opportunities

- **Armour R&D:** A research program curated by the Armour College of Engineering, in which students get the opportunity to conduct research underneath the guidance of an Armour faculty member. Students that participate not only receive a stipend for their participation, but will also gain valuable research experience as well as professional mentorship. More info. on this program can be found [here](#)
- **Elevate:** Illinois Tech Career Services features Elevate, an opportunity for students to gain valuable professional development. Through hands-on experiences such as internships, research projects, Study Away opportunities, as well as personalized coaching, students will gain valuable credentials and professional experience. Learn more about Elevate [here](#)
- **Study Away:** Are you looking to study for a semester, or even a full academic year, in another country? Study Away allows students to study at partner institutions in foreign countries, allowing students to gain life-changing experiences exploring various cultures. Learn more about Study Away [here](#)

Armour Academy Advising Four-Year Timeline

This “timeline” offers students key reminders, recommended action steps and suggestions for extracurricular involvement for each year that you are enrolled at IIT. You are not required to take all of these steps, nor are you required to do so in any particular order. However, these recommendations are meant to serve as a guide so that you can get the most out of your time at IIT academically and socially, and so you are well-prepared for your career post-graduation.

Year One:

- Adjust to your course schedule and closely monitor the Add/Drop Deadline (**Tuesday of Week 2 of each semester**)
- Meet with your Academic Advisor in September or October to prepare for Spring course registration in **early November** (you will also register for Fall courses in **early April**, and so you will want to meet with your Advisor sometime in February or March of each year as well)
-**Academic Advisors have access to your registration PIN #, which you will need in order to access course registration each semester**
- Closely monitor the [Academic Calendar](#) for important dates/deadlines (such as each semester’s course withdrawal deadline) and be in touch with your Academic Advisor as necessary
- Familiarize yourself with your degree requirements, with the help of [DegreeWorks](#) and the [Academic Catalog](#)
- Get involved on campus through a [Student Organization](#)
- Familiarize yourself with academic support resources on campus, such as the [Academic Resource Center](#) (ARC) and the [Communications Lab](#)
- Visit [Career Services](#) to learn how to build your professional Resume, draft a cover letter, advice for internship searching, and much more

Year Two:

- Explore research opportunities via [Armour R&D](#)
- Connect with [Career Services](#) to: Solidify your Resume and Cover Letter template(s), explore relevant internship opportunities, or connect with a Career Coach if assistance/guidance is needed with clarifying your career goals
- Explore the [Elevate Program](#)
- Connect with [Study Away](#) if you are considering pursuing an educational experience abroad
- Start considering a [Co-Terminal Program](#) (if interested); meet with your Academic Advisor to start planning ahead if interested in pursuing one of these programs
-Must have completed a minimum of **60 credits** before applying to one of these programs, so the end of your second year is a good time to start thinking about this if you are interested

Year Three:

- Visit with [Career Services](#) to: Work on continuing to craft your Resume and Cover Letter template(s), delving into relevant internship opportunities (to either explore companies/occupations of interest or solidify previously explored career interests), assistance with beginning the search for graduate school programs, etc.
- If interested in pursuing postgraduate education (master's program, PhD program, law school, medical school, etc.) this would be a good time to start exploring these opportunities
 - Investigate Admissions requirements, GPA requirements, entrance exam requirements (such as the GRE, LSAT, MCAT, etc.), admissions deadlines, etc.
 - Speak with faculty members (especially those who may have familiarity with your postgraduate program of interest)
 - If interested in a postgraduate program that is not related to your current major(s), speaking with a Career Coach would be a good place to start
 - Even if you're not sure that you'd want to go right into a postgraduate program right after finishing your Bachelor's, it wouldn't hurt to at least start exploring these opportunities

Year Four:

- Meet with your Academic Advisor in January (**prior to the Add/Drop deadline**) if you have any questions about your remaining degree requirements or just wish to confirm that you are on track to graduate
- Submit an “Application for Graduation” (accessible via your IIT Portal) by the published deadline (which can be found via the [Academic Calendar](#))
- Meet with your Faculty Advisor to discuss finalizing plans for graduate school applications, navigating the upcoming job search, etc.
- Meet with [Career Services](#) if guidance is needed on: Preparing your Resume and Cover Letter Template(s) for the full-time job search, clarifying your career goals, navigating the job search, graduate school applications, etc.

Adapted. “Academic Advising Syllabus - Seidman Undergraduate Programs,” Grand Valley State University: https://www.gvsu.edu/cms4/asset/F710DFAE-ADA1-4E3F-61A83990C09253F4/academic_advising_syllabus - interactive_f20.pdf