
MUIH Academic Advising Syllabus

Contact Information

Acupuncture/Oriental Medicine Program: Chelsey Barrett, Academic and Career Advisor, 410-888-9048 ext. 6689. cbarrett@muih.edu

Ayurveda Wellness Practices Program: Matt Mazick, Senior Academic Advisor, 410-888-9048 ext. 6672. mmazick@muih.edu

Health Promotion Programs: Caressa Olivo, Associate Director of Academic Advising, COlivo@muih.edu

Health and Wellness Coaching Programs: Caressa Olivo, Associate Director of Academic Advising, COlivo@muih.edu

Herbal Medicine Program: Matt Mazick, Senior Academic Advisor, 410-888-9048 ext. 6672. mmazick@muih.edu

Integrative Health Studies Program: Caressa Olivo, Associate Director of Academic Advising, COlivo@muih.edu

Nutrition Programs:

- Casey Simms, Academic and Career Advisor, 410-888-9048 ext. 6727. CSimms@muih.edu
- Laura Steck, Academic and Career Advisor, 410-888-9048 ext. 6640. LSteck@muih.edu

[*To determine your advisor for the nutrition programs, please go to "My Programs" in the Data Portal](#)

Yoga Therapy: Matt Mazick, Senior Academic Advisor, 410-888-9048 ext. 6672. mmazick@muih.edu

For general advising questions, you can also email advising@muih.edu and one of the Academic Advisors will assist you.

Mission and Values of MUIH

A distinctive community of scholars, researchers, practitioners, and advocates, Maryland University of Integrative Health promotes whole person, relationship-centered healthcare.

Through discovery and exploration, we deliver progressive educational programs, advance innovative clinical models, build mutually beneficial partnerships, and provide opportunities for fulfilling careers.

MUIH values: community, mindfulness, integrity, inquisitiveness, and discernment.

Advising Mission

Academic Advisors at MUIH work collaboratively with students as they pursue their academic and professional goals. Students and advisors discuss academic progress, set goals, explore challenges, and develop plans for success in an empowering and supportive environment. Advising is a shared responsibility between advisors and students; however, the ultimate responsibility for successful degree completion rests with the student.

Learning Outcomes

Through the advising experience at MUIH, the student will:

1. Demonstrate knowledge of their program's plan of study and curriculum requirements (both academic and non-academic).
2. Demonstrate knowledge of the resources and services at MUIH to achieve academic, personal, and career goals.
3. Identify career goals and connect program curriculum to career goals
4. Demonstrate knowledge of and proficiency in utilizing the Data Portal, MyMUIH, and Canvas.
5. Demonstrate the ability to solve problems and make effective decisions concerning their academic and career goals.
6. Understand MUIH values of community, mindfulness, integrity, inquisitiveness, and discernment.
7. Develop sustainable self-care practices while maintaining satisfactory academic progress and reaching their academic goals.
8. Build respectful, collaborative relationships and demonstrate healing presence in interactions with clients, fellow students, faculty, staff, and the wider community.
9. Understand how to graduate in a timely manner based on their plan of study, academic goals, and career goals.

Expectations

You can expect your Academic Advisor to:

- Have access to your MUIH academic record, current registration, curriculum requirements, and plan of study
- Assist you in understanding institutional policies and procedures, program requirements, and the core curriculum as they apply to your program of study
- Actively listen to your questions and concerns and provide information and support as needed, respecting your individual values and choices
- Create a safe, positive environment in which you are free to explore ideas and interests regarding personal, academic, and career goals
- Guide you in the development of decision-making and self-evaluation skills, and act as a sounding board to help you make decisions
- Connect you with appropriate offices, faculty, staff, and resources on campus to provide additional assistance as needed

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- Respond to you in a timely manner. AcademicAdvisors can be reached by phone and email and are available through appointments during their office hours. It may take Advisors up to 2 business days to respond during busy times due to the high volume of emails/calls

Your AcademicAdvisor can expect you to:

- Assume responsibility for your decisions and actions, and your own education. This is your educational journey
- Check your MUIH email account on a regular basis so that you are aware of important information from campus offices, faculty, and your advisors. Carefully read and respond to all advising emails as necessary
- Know the requirements for your program, your Plan of Study and prerequisites, and key academic deadlines
- Follow up on referrals, and keep the appointments you have scheduled (and reschedule them if necessary)
- Be prepared for your appointments: have your Plan of Study, courses you are intending to take (if during the registration cycle), and any other materials that will provide information useful for your advising appointment
- Know that your advisor is open to communication: if you have a question or concern about something in your MUIH experience, or if you are having a personal problem that is interfering with your studies, please share this information with your advisor, as you feel comfortable
- Ask for help if you are considering modifying your Plan of Study. Making modifications can have significant implications for your ability to progress through your program and to graduate in a timely manner

Communication Policy

AcademicAdvisor office hours are available by appointment, in person or via phone. Individual office hours are listed below. Appointments help AcademicAdvisors to better prepare for the meeting, have your academic record available, and give time for any research that might benefit you. Same-day appointments or phone calls are available pending the availability of the AcademicAdvisor. When requesting an appointment, please list your questions or topics so that your AcademicAdvisor can research the topics and be prepared for the discussion. Each advisor has a "Calendly" link that you can use to set an appointment. This link is posted in the email signature of each advisor, and it's posted below.

- Chelsey Barrett: Office hours Mon-Fri 8:30am-4:30pm EST. Advising appointments outside of office hours available upon request. <https://calendly.com/chelseybarrett>
- Caressa Olivo: Office hours Mon-Fri 8:30am-4:30pm EST. Advising appointments outside of office hours available upon request. www.calendly.com/colivo
- Casey Simms: Office hours Mon-Fri 8am-4pm EST. Advising appointments outside of office hours available upon request. <https://calendly.com/csimms-1>
- Laura Steck: Office hours Mon-Fri 9am-5pm EST. Advising appointments outside of office hours available upon request. <https://calendly.com/lsteck>
- Matt Mazick: Office hours Mon-Fri 8am-4pm EST. Advising appointments outside of office hours available upon request. <https://calendly.com/mmazick>

You can generally expect a response within 2 business days. Some emails may take longer during peak times such as registration and commencement, or if your question requires input from other departments.

All email communication must be conducted through your MUIH email account. Your Academic Advisor cannot send information about your educational record to a non-MUIH email account, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). All official university communications will be sent to you at your MUIH email address.

Academic Resources

[Academic Calendar](#)

[Academic Catalog and Course Descriptions](#)

[Canvas](#)

[Course Schedule](#)

Campus Resources and Other Departments

Academic Advising: Advising@muih.edu, [Office of Academic and Career Advising](#)

Academic Support: Studentsupport@muih.edu

Career Center: Rob Brooks Rbrooks1@muih.edu ext. 6613

Counseling and Referral Services: Counseling@muih.edu

Disability Services: Dr. Mimi Getachew Dscoordinator@muih.edu

Financial Aid: FinancialAid@muih.edu ext. 6628

Library: LibraryDesk@muih.edu ext. 6644, [Library website](#)

Meeting Point Bookstore: Bookstore@muih.edu ext. 6632, [Meeting Point Website](#)

Registrar: Registrar@muih.edu ext. 6620

Technical assistance- MUIH email or Data Portal: IT Department Help@muih.edu

Technical assistance- Canvas: Canvas Support Hotline 844-414-5052

For questions that directly relate to your course (assignments, late policy/work, books, etc.) please reach out to your faculty directly. Their contact information can be found on their syllabus or in your Data Portal under "My Courses"

Advisor Feedback

Your Academic Advisor is open and appreciative to any feedback that you have. If you would like to provide any feedback (both positive and constructive) to your advisor directly, please feel free to do so. If you have any feedback that you would prefer to go to their supervisor, for Casey Simms, Chelsey Barrett, Laura Steck and Matt Mazick, please reach out to Caressa Olivo, Associate Director of Academic Advising, at Colivo@muih.edu. For feedback about Caressa Olivo, please reach out to Michelle Coleman, Dean of Students and Director of Student Affairs, at Mcoleman@muih.edu.

Student Handbook

[Click here to access the Student Handbook](#)

[Click here to access the University Policies](#)

Please note that this current copy of the Student Handbook is the only valid policy and procedure manual for MUIH students. All students are subject to the policies and regulations within.

Students are encouraged to consult the MUIH Student Handbook for all academic and administrative policies.

Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy

Sexual Harassment, Sexual Misconduct, Sexual Assault, & Retaliation Policy Maryland University of Integrative Health ("MUIH") operates with the expectation that all persons are entitled to respect and that each person has a responsibility to act in a way that is respectful of others. MUIH is committed to maintaining a positive learning and working environment. MUIH does not discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, veteran or military status or any other basis protected by federal, state or local law or 20 ordinance or regulation. While MUIH will not tolerate any acts of discrimination, as stated in its hiring, employment, and student policies, the purpose of this policy is to specifically address discrimination based upon sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity and gender expression), marital status, registered domestic partner status, sexual orientation, and any other basis protected by federal, state, or local law or ordinance or regulation as they may pertain to these characteristics. Violation of this policy or questions about this policy should be directed to the Title IX Coordinator, Melissa Cahill at titleix@muih.edu or (410) 888-9048 ext. 6641.