

Academic Advising Syllabus

2011-2012

“Success is simple. Do what's right, the right way, at the right time.”

~Arnold H. Glasow

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8:00 am to 5:00 pm Mon—Fri

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- A face-to-face advising appointment usually generates the most beneficial conversation. For basic questions, email is preferred and telephone calls are welcome.
- Email will be answered during normal business hours (8:00 a.m. – 5:00 p.m., Monday-Friday) with the exception of University-observed holidays and breaks.
- Appointments must be scheduled at least one day in advance, but preregistration periods may require more than a week of lead time.
- Students arriving more than 10 minutes late for an advising appointment will be asked to reschedule.

Mission Statement

Academic advisors at Missouri State University provide academic and professional guidance as students develop meaningful educational plans in pursuit of their life goals. Advisors provide students with information about coursework, University policies and procedures, the Public Affairs mission, and career options and opportunities. They require student participation in the decision-making process, help students become lifelong learners, and encourage self-reliant problem solving through exploration of students' own interests and values. Advisors support students as they seek the best possible education at Missouri State University. (Adopted December 2009, authored by the Academic Advising Council)

Objectives

- With guidance of an academic advisor, make satisfying decisions concerning degree and career goals.
- Develop an educational plan to achieve goals; select courses each semester to progress toward that plan.
- Know and appreciate the value of the general education requirements.
- Be familiar with the Public Affairs Mission, including cultural competence, community engagement and ethical leadership.
- Use campus resources and services to assist in achieving academic, personal and career goals.
- Be introduced to using the degree audit as an academic planning tool.
- Graduate in a timely manner based on educational plans.

Required Text/Materials

- Undergraduate Catalog (online) www.missouristate.edu/registrar/undercat.html

- General Education Worksheet www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm
- Academic Calendar (print or online) <http://calendar.missouristate.edu/academic.asp>
- Information about careers and majors/minors of interest
- Advising Notes
- Current transcripts and degree audits. “What if” audits as appropriate.

Policies & Procedures

- Appointments
 - Advising appointments are typically scheduled for 30 minutes (60 minutes for incoming transfer students). You may request a 60 minute appointment.
 - Be on time for appointments. You may be asked to reschedule the appointment if you are more than ten minutes late. **Please call (417) 836-5258 to schedule appointments; we do not schedule appointments by email.**
- Email: Advisors will use University email as a primary means of communication with advisees. Students should correspond with advisors using their Missouri State University email account to ensure the security of their own academic record. **Email will be answered during normal business hours (8:00 a.m. – 5:00 p.m. Monday – Friday, excluding University breaks and holidays).**
- Cell Phones: It is inappropriate to use your cell phone in the Academic Advisement Center. Please silence your cell phone before you come to your advising appointment.
- FERPA stands for the Family Educational Rights and Privacy Act of 1974. The broad interpretation of the law is twofold: 1) The student has the right to restrict (with certain exceptions) who does and does not have access to academic records. 2) The student has the right to access his or her own records. One issue to pay special attention to is that parent(s) or legal guardian(s) do not have automatic access to students’ academic records. If a student wants the academic advisor to discuss aspects of academic progress with someone other than the student, a release form is available and can be updated at any time. For more information, refer to the web site at www.missouristate.edu/registrar/ferpanotification.htm.

Expectations for Advisors

- Understand and communicate degree and general education requirements.
- Provide a safe and respectful space for students to share thoughts, goals, concerns and interests.
- Provide resources and referrals.
- Listen carefully to students’ questions, concerns and confusions.
- Maintain confidentiality as possible (will not discuss academic records with parents or non-university personnel without student’s written permission).
- Assist students to make course and academic program decisions.
- Be accessible for meetings through scheduled appointments. Respond to email and phone messages within a reasonable period of time (usually within 24 hours Monday--Friday).
- Help students think through educational goals.
- Assist students in working with and developing relationships with faculty.
- Encourage student responsibility for educational plans and decisions.

Expectations for Student Advisees

- Make regular contact with the assigned academic advisor. Have a face-to-face meeting at least once per semester. Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Come to appointments prepared with questions and/or topics to discuss.
- Research academic programs, policies, procedures, and opportunities as appropriate.
- Check University email account regularly.
- Read the Undergraduate Catalog to become familiar with University offerings and policies.
- Seek an advisor's help when problems first arise.
- Outline goals and steps to achieve those goals each semester.
- Work to create a four-year plan for school—consider interesting courses, study away, internships, etc.
- Accept responsibility for the decisions and actions (or inactions) that affect educational progress. Understand that the advisee has ultimate responsibility for fulfilling requirements and meeting deadlines.
- Confirm accuracy of advice or information from friends, classmates and family members.
- Keep track of grades in all classes on a regular basis.
- Provide advisor with accurate and truthful information about interests and abilities.

Suggested Activities for Student Success

First Semester	Month 1 (Sept)	<ul style="list-style-type: none"> • Maintain a folder with academic documents: planning forms, information about majors/careers of interest, transcripts, course syllabi, financial documents, etc. • Meet face-to-face with your academic advisor and each class instructor. • Ask about academic resources available for student success like the Center for Learning and Writing (BearCLAW). • Attend the Majors Fair on Tuesday, September 27 from 9 a.m. to 3 p.m. in PSU ballroom.
	Month 2 (Oct)	<ul style="list-style-type: none"> • Outline goals and steps to achieve those goals. • Consider working with the Career Center. • Get involved in a campus organization, particularly those related to major interests.
	Month 3 (Nov)	<ul style="list-style-type: none"> • Register for spring courses, be sure to meet with your advisor to review your plans and receive your advisor release. • Take a wide variety of courses. • Learn to use the Degree Audit tool for degree completion plans and for comparing majors.
	Month 4 (Dec)	<ul style="list-style-type: none"> • Make plans to use Winter Break to research possible majors and conduct informational interviews or job shadow.

Second Semester	Month 1 (Jan)	<ul style="list-style-type: none"> • Meet face-to-face with your academic advisor and each class instructor. • If you haven't already, begin working with the Career Center.
	Month 2 (Feb)	<ul style="list-style-type: none"> • Determine the admission requirements for the major(s) that interest you. Create a plan to meet these requirements. • Work to create a four-year plan for school—consider interesting courses, study away, internships, etc.
	Month 3 (March)	<ul style="list-style-type: none"> • Register for fall and summer courses, be sure to meet with your advisor to review your plans and receive your advisor release. If you plan to take summer courses away from MSU, discuss this with your advisor. • Evaluate your campus involvement; reviewing that your involvement is helping you develop transferable skills for career development, networking with your fellow majors and faculty, and leadership opportunities.
	Month 4 (April)	<ul style="list-style-type: none"> • Plan summer activities to include educationally valuable employment, internships, volunteer work or study away.

You may declare a major at any time by visiting the Academic Advisement Center, UNVH 109. The activities and responsibilities listed above are designed to give you the tools to explore academic programs and achieve your academic goals.

Completion

Our time working together will conclude when you choose and declare an academic major. It is important that your choice of a major be satisfying to you and that it be in keeping with your future goals. When you declare your major, you will be assigned to a new advisor who will be a specialist in your new program.

ADA Statement and Non-Discrimination Policy Statement: To request accommodations for disability, students must contact Disability Services (www.missouristate.edu/disability), Plaster Student Union Suite 405, (417) 836-4192; TTY (417) 836-6792. Students must provide documentation of disability to Disability Services prior to receiving accommodations. Missouri State University is an affirmative action-equal opportunity employer. Direct inquiries to the Equal Opportunity Officer 117 Park Central Square, Office 111, or (417) 836-4252. www.missouristate.edu/equity