

Academic Advising Syllabus

Southern Utah University

Advisor: Madalyn Fogg
Elementary Education, Family Life and Human Development, Secondary Education Licensing

Office: Education Building, room 306
Southern Utah University
351 West University Boulevard
Cedar City, UT 84720

Phone: (435) 586-5420

E-mail: madalynfogg@suu.edu

Hours: Monday – Friday, by appointment (8:00 AM – 5:00 PM)
***If you are more than ten minutes late, you may be asked to reschedule your appointment.**

FERPA Information

By Federal law I am unable to share your educational records with other parties—even your parents, spouse, or children. If you wish to let another person have access to your information and/or make decisions on your behalf, you **MUST** file an **Authorization to Release Educational Information**, which is available at the Registrar’s Office and online (<http://suu.edu/ss/registrar/pdf/releaseofinfo.pdf>).

Information disseminated over e-mail will only be sent to your preferred e-mail account. You can change/update that e-mail at any time through your “MySUU Portal.” Please keep an updated e-mail account in the system at all times, as it is an official form of University communication.

Student Responsibilities

Schedule and attend appointments with your advisor each term. Be prepared for each advising session with questions or material for discussion.

Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings. Clarify personal and academic values and goals.

Become knowledgeable about college programs, policies, and procedures.

Organize official documents in a way that enables you to access them when needed. Keep a personal record of your progress toward meeting your goals.

Accept responsibility for decisions pertaining to personal academic progress.

Learning Outcomes

Students will be able to understand and utilize resources to identify and explore majors/minors that will meet their career goals.

Students will be able to declare a major in a timely manner that meets their career goals.

Students will be able to purposefully select classes that meet their degree requirements and complete an academic 4-year plan.

Students will be able to utilize resources to self-register for classes successfully.

Students will gain a clear understanding of specific requirements for degree completion and career attainment.

Advisor Responsibilities

I will:

- Help you formulate a plan to meet undergraduate advising needs.
- Communicate with students, outlining requirements and preparatory work expected for specific degree programs.
- Provide information for students working toward their major, designed to help students understand course requirements, prerequisites, and course frequency and sequencing to enable them to complete their academic objectives as efficiently as possible.

I am here to help and guide you through the process of choosing a curriculum that will allow you to reach your educational, professional, and personal goals. I am happy to answer questions and help you work out problems, but it is expected that you will come to your appointments prepared (review of DegreeWorks, tentative schedule planned, etc.) and complete necessary follow-up steps (register for classes, complete and turn in paperwork, etc.).

Steps in the Advising Process

1. Review your progress toward graduation requirements by completing a DegreeWorks audit.
2. Make a list of the remaining classes you are required to complete. Check for any pre-requisites you may not have completed!
3. Search for courses online for the upcoming semester. Create a tentative schedule.
4. Make an appointment with me by visiting <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>.
5. Bring appropriate materials and questions concerning degree requirements or registration to the advising meeting.
6. The academic advising process should be a conversation. Ask questions to clarify information and take notes. Evaluate the information you receive and act accordingly. Remember that faculty and staff advisors are there to assist you in the decision making process; however, ultimately, you are responsible for your education.

Scheduling Appointments

Please don't e-mail me asking to set up an appointment. The easiest way to schedule an appointment is to visit the eSARS scheduling system at <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>. Alternatively, you can call the Advising Office at (435) 586-5420.

Missed Appointments

If you miss 3 or more consecutive appointments, you will be required to come during walk-in hours. If you are more than 10 minutes late to a scheduled appointment, you may be asked to reschedule for another time.

Walk-in Advising

Walk-ins are for quick questions, signatures, adding/dropping classes, etc. Do not expect to meet for more than 5-10 minutes during this time. If you need a longer appointment, please set one up through the Advising Center front desk or visit <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>. I will hold open walk-in advising hours several times a week. Please call the Advising Office at (435) 586-5420 or stop by the office in ST 205 to find out when they are for a particular week.

Signatures

We have a variety of SUU paperwork as well as outside entities that require you to obtain my signature. It is your responsibility to know what you are asking me to sign. Likewise, if you are asking me to write a letter or statement on your behalf, expect to leave the information with me and allow at least 3 business days for me to complete your request.

E-Mail Etiquette

Adapted from <http://mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html>

Correspondence with university faculty and staff should be professional and cordial. The following are good rules to follow when composing an e-mail:

1. Use a clear, understandable, and detailed subject line. Labeling it "question" does not tell me anything about what you need. Please **DO NOT** leave it blank, as it may be filtered to my spam folder.
2. Use upper-case letters when needed and skip the text-speak. Write in complete sentences with appropriate punctuation.
3. Proofread what you've written and use Spell Check before you hit send.
4. Reply with the conversation history included, so I can remember what we talked about.
5. Include your T# if possible. It's much easier to find your information than using just your name.