

Academic Advising Syllabus

Southern Utah University

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 Advisor for Pre-Business, Associate Degree, and Open Option
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Hours: By appointment (8 a.m. - 5 p.m.)

Family Educational Rights and Privacy Act (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/ReleaseofInformation.pdf>).

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

For more information on FERPA please refer to: <http://www.suu.edu/ss/registrar/rights.html>.

Learning Outcomes	Student Responsibilities
Students will be able to understand and utilize resources to identify and explore majors/minors that will meet their career goals.	Schedule and attend appointments with your advisor each term. Be prepared for each advising session with questions or material for discussion.
Students will be able to declare a major in a timely manner that meets their career goals.	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.
Students will be able to purposefully select classes that meet their degree requirements and complete an academic 4-year plan.	Become knowledgeable about college programs, policies, and procedures.
Students will be able to utilize resources to successfully self-register for classes.	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.
Student will gain a clear understanding of specific requirements for degree completion and career attainment.	Accept responsibility for decisions pertaining to personal academic progress.
Advisor Responsibilities	
Formulate a plan to meet undergraduate advising needs.	
Communicate with students, outlining requirements and preparatory work expected for the 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.	

Steps in the Advising Process

1. Review your progress toward graduation requirements (General Education and Major/Minor)
 - a. This information can be viewed online at MySUU Portal/Degree Works
 - b. Copies of paper forms are available in ST 205 or online at <http://suu.edu/ss/registrar/student-forms.html>
2. Make a list of the remaining classes you are required to complete.
3. Search for courses online for the upcoming semester. Create a tentative schedule to be discussed with your advisor.
4. Make an appointment with your advisor. (Expect a 30 minute session unless you specify otherwise.)
 - a. Schedule online: <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>
 - b. Schedule via phone: 435-586-5420
5. Bring appropriate materials and questions concerning degree requirements or registration to the advising meeting.
 - a. Ask questions to clarify information and take notes.
 - b. Evaluate the information you receive and act accordingly.

Remember that faculty and staff advisors are available to assist you in the decision making process; however, ultimately, you are responsible for your education.

The Academic Advising process should be a conversation. I want you to get the most out of your time here at SUU and will help you recognize resources and opportunities available to you.

Degree plan: At some point you will want to map out a plan for the remainder of your academic future at SUU. This is a collaborative process in which I can assist and guide you with information on courses/course load/course sequencing/etc. You are expected to be familiar with the courses you have completed and be willing to explore options you would like to pursue in the future.

Graduation paperwork: I can assist in filling out graduation paperwork. To check your current status towards graduation:
Go to MySUU Portal

Select Degree Works-Degree Works will show which classes need to be taken or are in process towards graduation. If a class is not counting towards a certain requirement or if you do not see transfer credits please set up an appointment so we can determine what needs to be done.

Missed appointments: If you miss more than 3 consecutive appointments you will be required to come during walk-in hours.

Walk-in appointments: At least twice a week I will hold walk-in hours. These are for quick questions, signatures, etc. Do not expect to meet for more than 15 minutes during this time. Please be aware that these visits will be addressed on a first come, first-served basis and that showing up is not a guarantee that I will be able to meet with you (depending on the numbers of other students requesting help). To make certain you will not have to wait, schedule an appointment.

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 in your behalf, expect to leave the information with me and allow at least 2 business days for me to complete your request.

Catalogs: <http://suu.edu/academics/catalog/>

Academic Advising Homepage: <http://suu.edu/ss/acdc/advising.html>

EDGE Program (Education Designed to Give Experience): <http://www.suu.edu/uc/ee/>

Tutoring Center Information: www.suu.edu/ss/acdc/tutoring.html

Testing Center Services: www.suu.edu/ss/acdc/testing-center.html

Registrar's Office: <http://www.suu.edu/ss/registrar/>

Graduation Info: <http://www.suu.edu/ss/registrar/graduation/>