

Academic Advising Syllabus

Southern Utah University

Advisor: **Kate Connor**

Advisor for Open Option, Associate’s Degree, College of Education majors (0-60 credits)
 {College of Education majors with 60+ credits contact Ruth Billhimer 435.865.8083}

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Hours: By appointment (8 a.m.- 5 p.m.)

Academic Advising

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

At Southern Utah University, you will work collaboratively with an advisor to clarify and fulfill your academic, career, and personal goals.

Advisor Responsibilities	Student Responsibilities
Understand and effectively communicate curriculum and graduation requirements, university policies and procedures.	Be prepared for each advising session with questions or material for discussion.
Assist and guide students in creating realistic goals and assist in developing an educational plan consistent with goals.	Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings.
Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.	Clarify personal and academic values and goals.
Monitor and accurately document students’ progress toward meeting their goals.	Keep a personal record of your progress toward meeting your goals.
Listen to students’ concerns and respect individual values and choices.	Organize official documents in a way that enables you to access them when needed.
Assist students in gaining decision-making skills and for assuming responsibility for their actions and educational choices.	Become knowledgeable about college programs, policies, and procedures.
Identify appropriate resources for students throughout campus.	Accept responsibility for decisions.
Provide information on educational opportunities outside the classroom.	Schedule and attend appointments with your advisor each term.

Student Learning Outcomes:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Understand the relationship between classroom experiences and academic, career, and personal goals.
- Understand the importance of including experiences outside the classroom such as, internships, study abroad, and/or service learning.

Steps in the Advising Process

1. Review your progress toward graduation requirements (General Education and Major/Minor) by completing a degree evaluation online or on paper.
2. Make a list of the remaining classes you are required to complete.
3. Search for courses online for the upcoming semester.
4. Create a tentative schedule to be discussed with your advisor.
5. Call and make an appointment with your advisor.
6. Be prepared. Bring appropriate materials and questions concerning degree requirements or registration to advising meeting.
7. 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, faculty and staff advisors are there to assist you in the decision making process; however, ultimately, you are responsible for your education.

Spring Semester, 2010

January 4	Monday	Spring Semester Begins
January 7	Thursday	First Session: Last day to drop without "W" on record. Drop Policy enforced.
January 8	Friday	First Session: Last day of registration and adding classes or change course state to audit.
January 12	Tuesday	Regular Session: Last day to drop without "W" on record. Drop Policy enforced.
January 15	Friday	Regular Session: Last day of Registration and adding. Last day to change course status to an audit. Refund Policy enforced.
January 18	Monday	Martin Luther King Jr. Recess - No classes
February 5	Friday	First Session: Last day to drop with "W" on record. Drop Policy enforced. Fifth Week Report Due
February 12	Friday	Deadline: Submission of Graduation papers for Fall 2010
February 15	Monday	Presidents Day Recess - No classes
February 26	Friday	First Session Ends
March 1	Monday	Second Session begins
March 4	Thursday	Second Session: Last day to drop without "W" on record. Drop Policy enforced.
March 5	Friday	Regular Session: Last day to withdraw from individual classes. Drop Policy enforced.
March 5	Friday	Second Session: Last day of registration and adding classes or change course status to audit.
March 15-19	Monday-Friday	Spring Recess
April 1	Thursday	Second Session: Last day to drop without "W" on record. Drop Policy enforced.
April 2	Friday	Good Friday Recess - No classes
April 13	Tuesday	Deadline for awarding department and endowed scholarships
April 26-April 29	Monday-Thursday	Final Exams
April 30 & May 1	Friday-Saturday	Commencement
May 5	Wednesday	Grades Due

Recommended Resources:

General Education Requirements <http://suu.edu/academics/ge/>

Major Lists <http://suu.edu/academics/majors.html>

Registration Information <http://suu.edu/ss/registrar/>

Academic & Career Advising <http://www.suu.edu/ss/acdc/>

Financial Aid <http://www.suu.edu/ss/financial/>