**Academic Advising Syllabus**

**Missouri Western State University**

**Spring 2022**

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| **Advisor** | **Derek Evans** |
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| **Office** | Eder Hall, Room 209BStudent Success and Academic Advising Center4525 Downs DriveSt. Joseph, MO 64507 |
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| **Phone** | 816-271-5993 |
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| **E-Mail** | devans4@missouriwestern.edu |
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| **Advising Hours** | 8:00am - 4:30pmPlease schedule an appointment, one day in advance if possible, by visiting <http://derekjevans.youcanbook.me> or calling the Student Success Center front desk at 816.271.5990 |
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| **Resources** | MWSU Undergraduate Catalog – [Click Here](http://catalog.missouriwestern.edu/)Advising Webpage – [Click Here](http://www.missouriwestern.edu/advising)Success Videos and Handouts – [Click Here](https://intranet.missouriwestern.edu/advising/videos-handouts/)Traitify Career Planning – [Click Here](https://missouriwestern.traitify.com/) |

**Academic Advising Description/Definition**

“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 Missouri Western State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them through Missouri Western.

Academic advising is a collaborative educational process based on mutual respect. Students and their advisors are partners in meeting essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. This partnership requires participation and involvement over the student’s entire educational experience at the university. The student and advisor both have clear responsibilities for ensuring the advising partnership is successful.

**Advisor Responsibilities |** As your advisor you can expect me to…

* 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)
* Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
* Encourage and guide you as you define and develop realistic goals
* Encourage and support the development of clear and attainable educational plans
* Provide you with information about and strategies for utilizing the available resources and services on campus
* Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals
* Monitor and accurately document your progress toward meeting your goals
* Assist you in gaining decision-making skills and skills in assuming responsibility for your educational plans and achievements
* Maintain confidentiality

**Advisee Responsibilities |** As an advisee, your responsibilities and expectations are to…

* Schedule regular appointments or make regular contacts with me during each semester
* Understand that advisors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours’ notice.
* Check your email and all other electronic resources daily.
* Come prepared to each appointment with questions or material for discussion
* Be an active learner by participating fully in the advising experience
* Ask questions if you do not understand an issue or have a specific concern
* Complete all assignments or recommendations provided by me
* Clarify personal values and goals and provide me with accurate information regarding your interests and abilities
* Become knowledgeable about college programs, policies, and procedures
* Develop a degree plan for successfully achieving your goals and select courses each semester to progress toward fulfilling this plan
* Utilize campus resources to assist in achieving your academic, personal, and career goals
* Accept responsibility for decisions

**Suggested Activities for Student Success**

* + Get involved in a campus organization, particularly those related to major interests.
	+ Meet with each instructor and academic advisor within the first month of class.
	+ Seek assistance if encountering difficulties with adjustment to college
	+ Maintain a folder with academic documents: planning forms, information about majors/careers of interest, transcripts, course syllabi, financial documents, etc.
	+ Maintain a calendar of important academic deadlines, major projects and exams.
	+ Schedule an appointment with a Career Mentor in the Career Development Center in Blum 210. You can also call 816-271-4292 or email careercenter@missouriwestern.edu. The series of meetings you have with the Career Mentor will help you identify different career paths, understand what each industry values, and build your application materials. They offer a variety of resources to help you set and reach your career goals. Research possible majors and take a wide variety of courses.
	+ Conduct informational interviews or job shadow.
	+ Plan summer/break activities to include educationally valuable employment, internships, volunteer work or study away.
	+ Practice good study habits: attend class regularly, sit near the front of the class, use short periods of time effectively, and study in a quiet setting.
	+ Ask about academic resources available for student success. Services at the Center for Academic Support (CAS in Hearnes 213) can be of great assistance.

**Important Dates to Remember**

As your advisor I expect you to communicate your progress, questions and/or concerns with me on a regular basis. To that end, you will need to meet me for advising at least once prior to enrolling in Summer/Fall 2022 courses. My door, of course, is always open, but meeting during the advisement period is essential to the success of our advising relationship and your success as a student

**Spring 2022**

January 18 | Classes Begin

January 18-19 | Add & Drop Period (no transcript entry) (1st 8-week classes)

January 18-24 | Add & Drop Period (no transcript entry) (Full semester classes)

January 20-31 | 50% refund for Complete Withdrawal from 1st 8-week classes

January 20 - | Withdrawal period for 1st 8-week classes (“W” on transcript)

 February 16

January 24 | Last day to change from “audit” to “credit” (1st 8-week & full classes)

January 25 - | Withdrawal period for full semester courses (“W” on transcript)

 April 1

January 28 | Last day to choose A/CR/U (Pass/Fail) Option (1st 8-week classes)

February 1 | General Scholarship Application Deadline

February 10 | **Starting this date, make an appointment to meet with me to discuss your Summer/Fall 2022 classes**

February 11 | Last day to choose A/CR/U (Pass/Fail) Option (Full Semester classes)

February 16 | Last day to change from “credit” to “audit” (1st 8-week classes)

February 16 | Last day to withdraw from 1st 8-week classes; **See me prior to with-drawing from courses to discuss the consequences of this decision.**

March 1 | **Priority deadline** for Summer 2022 Graduation Application (late fee of

 $25 added if application is filed after June 2, 2022)

March 4 | Last day of 1st 8-week classes; Final Exams for 1st 8-week classes

March 7 | Registration begins for Summer and Fall 2022

* March 7 – Seniors, Honors, Athletes, and Student Ambassadors
* March 10 – Juniors
* March 14 – Sophomores
* March 16 – Freshmen

March 7 | 2nd 8-week classes begin

March 7-8 | Add & Drop Period (no transcript entry) (2nd 8-week classes)

March 9-18 | 50% refund for Complete Withdrawal from 1st 8-week classes

March 9 – | Withdrawal period for 2nd 8-week classes (“W” on transcript)

 April 13

March 11 | Last day to change from “audit” to “credit” (2nd 8-week classes)

March 16 | Final grades are due for 1st 8-week classes

March 16 | Midterm grades are due for Full semester classes

 **Check your midterm grades through Goldlink!**

March 18 | Last day to choose A/CR/U (Pass/Fail) Option (2nd 8-week classes)

March 19-27 | Spring Break (No Classes/Campus Open)

April 1 | Last day to change from “Credit” to “Audit” (Full Semester classes)

April 1 | Last day to withdraw from Full Semester classes; **See me prior to with-drawing from courses to discuss the consequences of this decision.**

April 13 | Last day to change from “Credit” to “Audit” (2nd 8-week classes)

April 13 | Last day to withdraw from 2nd 8-week classes; **See me prior to with-drawing from courses to discuss the consequences of this decision.**

April 29 | Last day of classes for Full Semester classes and 2nd 8-week classes

May 2-6 | Final exams for Full Semester classes and 2nd 8-week classes

May 7 | Commencement for Spring and Summer Graduates

May 10 | Final Grades Due for Full Semester and 2nd 8-week classes

 **Check your final grades through Goldlink!**

**Summer 2022**

May 30 | Memorial Day (No Classes/Campus Closed)

May 31 | Classes begin for 8-week and 1st 4-week classes

May 31 | Late registration and add/drop for 1st 4-week classes

May 31 – | Late registration and add/drop for 8-week classes

June 1

June 2-16 | Withdrawal period for 1st 4-week classes

June 2-30 | Withdrawal period for 8-week classes

June 6 | Last day to change “Audit” to “Credit” for 8-week and 1st 4-week classes

June 10 | Last day to choose A/CR/U option for 8-week and 1st 4-week classes

June 16 | Last day to change from “Credit” to “Audit” for 1st 4-week classes

June 16 | Last day to withdraw from 1st 4-week classes

June 23 | Last day and final exams for 1st 4-week classes

June 27 | Classes begin for 2nd 4-week classes

June 27 | Late registration and add/drop for 2nd 4-week classes

June 28 – | Withdrawal period for 2nd 4-week classes

July 14

June 29 | Final grades due for 1st 4-week classes

June 30 | Last day to withdraw from 8-week classes

June 30 | Last day to change from “Credit” to “Audit” for 8-week classes

July 1 | Priority deadline for Fall 2022 Graduation Application (late fee of $25

 added if application is filed after September 3, 2022)

July 1 | Last day to change from “Audit” to “Credit” for 2nd 4-week classes

July 4 | Independence Day (No Classes/Campus Closed)

July 8 | Last day to choose A/CR/U for 2nd 4-week classes

July 14 | Last day to change from “Credit” to “Audit” for 2nd 4-week classes;

 last day to withdraw from 2nd 4-week classes

July 21 | Last day of classes; final exams for 8-week and 2nd 4-week classes

July 27 | Final grades due for 8-week and 2nd 4-week classes

August 16 | Deadline for students to make payment arrangements (paid in full, full

 financial aid coverage and/or payment plan in place for balance) or may be

 administratively dropped from Fall 2022 classes

**Assistance with Issues Involving Disabilities**

Missouri Western State University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Accessibility Resource Center for assistance. The staff of the Accessibility Resource Center provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the Missouri Western campus. Through active involvement with all areas of the University, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

**FERPA | Right To Privacy Information**

The Family Education Right to Privacy Act is a federal law that aims to protect the privacy of students.  This means that only you have legal access to your grades. Your parents, friends, peers, and significant others do not.  You have the option to sign a waiver of these rights, but if you have not signed such a waiver, I am not allowed by federal law to discuss your grades with anyone but you. To ensure your privacy is not violated, I will only disseminate information over your Missouri Western (@missouriwestern.edu) email account. Do not share your email password with anybody you would not want seeing your educational records.