

Academic Advising Syllabus – Spring 2022

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Mission

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.

What is Academic Advising?

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Office Hours: Our office is open Monday-Friday 8:00AM-4:30PM.

Making an Appointment

To schedule an appointment, please go to <https://cathygann.youcanbook.me>, call our front desk at (816) 271-5990 or stop by Eder 209 during business hours. Appointments can be by Zoom or in person and are typically 30 minutes in length.

Contacting your Advisor via Email

When emailing your advisor remember to include your first and last name and your MWSU student ID number. Unless your advisor is out of the office, he or she will typically respond within two business days. Here is a sample email for contacting your academic advisor:

Dear Ms./Mr. Advisor,

My name is Sam Griffon. I am writing because I misplaced my course plan we did in our appointment last week. Can you please email it to me? Thank you.

*Sam Griffon
ID: 0123456789*

Objectives

- With guidance of an academic advisor, make satisfying decisions concerning degree and career goals.
- Develop an educational plan (degree plan) to achieve goals; select courses each semester to progress toward that plan.
- Know and appreciate the value of the general education requirements.
- Use campus resources and services to assist in achieving academic, personal and career goals.
- Be introduced to using Griffon GPS (degree audit system) as an academic planning tool.
- Graduate in a timely manner based on educational plans.

Advisor and Student Roles and Responsibilities in Academic Advising

Advisor Role: listen and guide, challenge and support	Student Role: learn and grow, take responsibility
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 that advisors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours' notice.
Understand and communicate degree and general education requirements.	Make regular contact with the assigned academic advisor. Have a meeting at least once per semester. Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
Assist with course planning. Help you develop, clarify, & modify academic goals.	Come to appointments prepared with questions and/or topics to discuss.
Listen, ask questions & respect you as an individual. Provide a safe and respectful space for students to share thoughts, goals, concerns, and interests.	Check your MWSU email account at least once daily. Read & respond to MWSU email & be open to opportunities outside of the classroom.
Clarify school policies & procedures.	Be aware of important dates & deadlines.
Listen, ask questions & respect you as an individual.	Be prepared, ask questions, and be accountable. Respect your advisor as a professional who has your best interest in mind.
Discuss your academic performance and its impact on your future goals.	Take responsibility for your academic performance and accept the challenges that college courses provide.
Maintain confidentiality as possible (will not discuss academic records with parents or non-university personnel without student's written permission).	Keep open lines of communication. Share problems & concerns. Seek your advisor's help when problems first arise.
Refer you to campus resources.	Read the Undergraduate Catalog to become familiar with Missouri Western offerings and policies.
Help students think through educational goals. Assists students to make course and academic program decisions.	Work to create a degree plan for school—consider interesting courses, study away, internships, etc. Outline goals and steps to achieve those goals each semester.

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Assist students in working with and developing relationships with faculty.	Accept responsibility for the decisions and actions (or inactions) that affect educational progress. Provide advisor with accurate and truthful information about interests and abilities.
Inform you about campus activities & opportunities.	Confirm accuracy of advice or information from friends, classmates and family members. Keep track of grades in all classes on a regular basis.
Provide resources and referrals.	Follow-up with recommended referrals.

Student Learning Outcomes

As a result of actively participating in academic advisement, you can expect to:

- ✓ Understand the MWSU **General Education (GE) requirements**.
- ✓ Understand how the courses in your major (and minor, if applicable) fit together and relate to your overall
- ✓ **intellectual growth**.
- ✓ Correctly interpret the information on your **Griffon GPS**.
- ✓ Understand how to complete degree requirements and develop a plan for timely **completion of degree**.
- ✓ Identify, clarify, and articulate your personal, educational, and career **values and goals**.
- ✓ Relate your values and goals to their selection of **careers, majors and courses**.
- ✓ Relate your **career exploration** to their skills, values, interests, and major(s).
- ✓ Identify **your strengths** and areas in need of strengthening.
- ✓ Identify **campus resources** that help you reach your goals.
- ✓ Understand the **academic policies and procedures** at MWSU.

Required Text/Materials

- ✓ Missouri Western State University college catalog: [Click Here](#)
- ✓ Advising Webpage: [Click Here](#)
- ✓ Student Handbook:
 - Academic Policies & Information – [Click Here](#)
 - Student Code of Conduct – [Click Here](#)
 - University Policies & Procedures – [Click Here](#)
- ✓ Success Videos: [Click Here](#)
- ✓ Information about careers and majors/minors of interest - [Click Here](#)

Policies and Procedures

- ✓ To receive my undivided attention, please schedule an appointment by one of the following ways:
 - Call 816.271.5990, or my direct line which is 816.271.5621.
 - Online through <http://cathygann.youcanbook.me/>
 - Come to the front desk of Eder 209 – Student Success & Academic Advising Center and schedule an appointment.
 - Appointment can be by Zoom or in person.
 - If you are making an appointment for priority registration, please allow 30 minutes for that appointment.
 - If you are coming for assistance with a degree plan, please allow 60 minutes for that appointment.
 - **Please do not send me an email asking for an appointment time.**

- ✓ Email: Advisors will use Missouri Western email as a primary means of communication with advisees. Students should correspond with advisors using their Missouri Western State University email account to ensure the security of their own academic record.
- ✓ Cell Phones: It is inappropriate to use your cell phone in the Student Success & Academic Advisement Center. Please silence your cell phone before you come to your advising appointment.
- ✓ FERPA stands for Federal Education Rights and Privacy Act. This is a law that protects the privacy of student education records. By law, I am unable to share your educational records with anyone unless you have completed a release form with contact information of the person(s) with whom you want that information shared. This release form must be on file with the Registrar's Office in your permanent file. Please read through the information on this link if you have further questions [Click Here](#). You can find this form under the Student Academics tab of your Goldlink under the "Student Records" box.

Statement on Academic Honesty Policy

MWSU seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor and the obligations both to protect one's own academic work from misuse by others, as well as, to avoid using another's work as one's own. All students are expected to understand and abide by these principles. MWSU Student Handbook and Code of Conduct contains the Student Conduct Code along with the recommended sanctions. You can find the MWSU Student Handbook and Code of Conduct [here](#). It is the responsibility of the student to read and understand the information provided in MWSU Student Handbook and Code of Conduct.

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 (classes, roommate, time management, homesickness, etc.)
- Maintain a folder with academic documents: planning forms, information about majors/careers of interest, transcripts, course syllabi, financial documents, etc.
- Maintain a calendar each semester 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.
- Conduct informational interviews or job shadow.
- Plan summer activities and breaks 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 Hearn 213) can be of great assistance.

Statement to advisees

Please understand that I will not make decisions for you during our advising sessions. I will provide you with the most accurate information available to me, and we will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rests with you.

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 a new advisors who will be a specialists in your new program.

Statement for Students with 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.

University Terms


1. **ALUMNI** — those graduated from the institution.
2. **CANVAS** — An electronic course management system that allows students to access course material online. Both traditional and online classes utilize the Canvas system.
3. **CODE OF CONDUCT** — Statements of expected conduct of all MWSU students, which is found in the MWSU Student Handbook. Students who register at MWSU agree to abide by its regulations and policies. Violation of the Code of Conduct may subject students to disciplinary action.
4. **CO-REQUISITE** — A course that must be taken prior to or in conjunction with another course.
5. **CURRICULUM** — The prescribed classes in a program of study needed to complete a degree at a given institution.
6. **FULL-TIME** — A student enrolled in 12 or more semester units.
7. **GOLDLINK** — Portal to your MWSU academic and financial information (found at [goldlink.mwsu.edu](#)).
8. **MAJOR** — The academic area in which students choose to study/pursue a degree.
9. **MIDTERM** — An exam given in the middle of the semester to test students on material covered in the first part of the semester.
10. **GOLDLINK** — Portal to your MWSU academic records (found [here](#)).
11. **PART-TIME** — A student enrolled in fewer than 12 semester units.
12. **PERMIT TO REGISTER** — The date and time when eligible students can begin registering for classes (found [here](#)).
13. **PRE-REQUISITE** — A course which must be successfully completed before the student may enroll in a particular class.
14. **REGISTRATION** — The act of enrolling in classes for a semester. Students register online using Web Registration.
15. **SYLLABUS** — An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course.
16. **TRANSFER CREDIT REPORT (TCR)** — credit granted for transfer courses and exams (AP, IB, etc.)

Academic Calendar Reminders

SPRING 2022

January	<ul style="list-style-type: none"> Most students start each semester with plans for how "this semester will be different." How do you hope to improve upon last semester? List some techniques you might use to help you become an even better student. What resources might you make use of? How might you spend your time differently? Check in with your advisor regarding any questions or concerns. Review your classes' syllabi and mark your calendars with major test and quiz dates. If you have questions about your classes, be sure to ask your professor or your advisor. Be sure to make changes to your schedule if needed. You have the first 5 days of the spring semester to add/drop/change your classes. Attend any Career Fairs that might be of interest to you. Review Important Spring 2022 dates.
February	<ul style="list-style-type: none"> Visit the Center for Academic Support to assist you with any classes that are giving you problems. FREE tutoring. Did you receive any "mid-term grade at risk" emails? Be sure to check in with your professors and your advisor to ensure you are aware of the resources available to help you succeed. February 16th is the last day to withdraw from any first session classes and a "W" will be recorded on your transcript. See your advisor before withdrawing from any classes so you understand the full consequences. Make an appointment with your advisor to discuss plans for summer and/or fall semesters.
March	<ul style="list-style-type: none"> Check your mid-term grades in your Goldlink. Talk to instructor(s) if you have questions about your mid-term grade and/or how you can pass the class. Enjoy your Spring Break – March 19-27 – No classes/Campus open
April	<ul style="list-style-type: none"> April 1st is the last day to withdraw from full semester classes and a "W" will be recorded on your transcript. See your advisor before withdrawing from any classes so you understand the full consequences. Prepare for the end of the semester and finals. April 13th is the last day to withdraw from second session classes and a "W" will be recorded on your transcript. See your advisor before withdrawing from any classes so you understand the full consequences.
May and beyond:	<ul style="list-style-type: none"> Prepare for finals. Study hard for exams, try a study group or attend review sessions. Go to the Center for Academic Support if you need tutoring. Taking summer school outside of MWSU? Make sure you confirm that the class(es) will transfer back to MWSU. Celebrate a successful end to your spring semester at MWSU! Use your summer to explore career development opportunities, take summer courses, and/or just relax and rejuvenate.

Important Dates for Spring & Summer 2022

- January 3 – Campus reopens from Holiday Break
- January 6 – 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 Spring 2022 classes
- January 17 – Martin Luther King, Jr. Day (No Classes/Campus Closed)
- January 18 – Classes Begin (Full Semester and First Session classes)
- January 18-19 – Last Registration/Add Period for First Session classes; drop period with no transcript entry (100% refund) for First Session classes
- January 18-24 – Late Registration/Add Period for Full Semester classes; drop period with no transcript entry (100% refund) for Full Semester classes
- January 20-31 – 50% refund for Complete Withdrawal from First Session classes
- January 20-February 16 – Withdrawal period for First Session classes
- January 24 – Last day to change from “Audit” to “Credit” for Full Semester and First Session classes
- January 25-April 1 – Withdrawal period for Full Semester classes (“W” recorded on transcript)
- January 28 – Last day to choose A/CR/U (Pass/Fail) Option for First Session classes
- **February 1 – Deadline for General Scholarship Applications through Financial Aid Office**
- February 11 – Last day to choose A/CR/U (Pass/Fail) Option for Full Semester classes
- **February 14 – Starting this date, make an appointment to meet with me to discuss your Summer and/or Fall 2022 classes**
- February 16 – Last day to change from “Credit” to “Audit” for First Session classes
- February 16 – Last day to withdraw from First Session classes; **See me prior to withdrawing from any course to understand the full consequences of this decision**
- February 21 – President’s Day **(Classes in Session/Campus Open)**
- 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 First Session classes; Final Exams for First Session classes
- March 7 – Second Session classes begin
- March 7 – Registration begins for Summer and Fall 2022
 - March 7 – Seniors, Graduate Students, Honors, Athletes, and Student Ambassadors
 - March 10 – Juniors
 - March 14 – Sophomores
 - March 16 – Freshmen
 - **Make an appointment to meet with me prior to your scheduled date to register**
- March 7-8 – Late Registration/Add Period for Second Session classes; drop period with no transcript entry (100% refund) for Second Session classes
- March 9-18 – 50% refund for Complete Withdrawal from Second Session classes
- March 9-April 13 – Withdrawal period for Second Session classes
- March 11 – Last day to change from “Audit” to “Credit” for Second Session classes
- **March 16 – Mid-term grades are due for Full Semester classes; check your mid-term grades; can be accessed through Goldlink**
- March 16 – Final grades are due for First Session classes
- March 18 – Last day to choose A/CR/U (Pass/Fail) Option for Second Session classes
- March 19-27 – Spring Break (No Classes/Campus Open) 
- April 1 – Last day to change from “Credit” to “Audit” for Full Semester classes
- April 1 – Last day to withdraw from Full Semester classes (“W” recorded on transcript); **See me prior to withdrawing from any course to understand the full consequences of this decision**
- April 13 – Last day to change from “Credit” to “Audit” for Second Session classes
- April 13 – Last day to withdraw from Second Session classes (“W” recorded on transcript); **See me prior to withdrawing from any course to understand the full consequences of this decision**

- April 29 – Last day of classes for Full Semester classes and Second Session classes
- May 2-6 – Final exams for Full Semester classes and Second Session classes
- May 7 – Commencement for Spring and Summer Graduates
- **May 10 – Final Grades Due for Full Session and Second Semester classes; check your final grades; can be accessed through Goldlink**
- May 17 – 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 Summer 2022 classes
- May 30 – Memorial Day (No Classes/Campus Closed)

Important Summer 2022 dates:

- May 30 – Memorial Day (No Classes/Campus Closed)
- May 31 – Classes begin for 8-week and First 4-week classes
- May 31 – Late registration and add/drop for First 4-week classes
- May 31-June 1 – Late registration and add/drop for 8-week classes
- June 2-16 – Withdrawal period for First 4-week classes
- June 2-30 – Withdrawal period for 8-week classes
- June 6 – Last day to change from "Audit" to "Credit" for 8-week and First 4-week classes
- June 10 – Last day to choose A/CR/U option for 8-week and First 4-week classes
- June 16 – Last day to change from "Credit" to "Audit" for First 4-week classes
- June 16 – Last day to withdraw from First 4-week classes
- June 23 – Last day and final exams for First 4-week classes
- June 27 – Classes begin for Second 4-week classes
- June 27 – Late registration and add/drop for Second 4-week classes
- June 28-July 14 – Withdrawal period for Second 4-week classes
- June 29 – Final grades due for First 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 Second 4-week classes
- July 4 – Independence Day (No Classes/Campus Closed)
- July 8 – Last day to choose A/CR/U for Second 4-week classes
- July 14 – Last day to change from "Credit" to "Audit" for Second 4-week classes; last day to withdraw from Second 4-week classes
- July 21 – Last day of classes; final exams for 8-week and Second 4-week classes
- July 27th – Final grades due for 8-week and Second 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

Griffon GPS & Registering for Classes

Access your Griffon GPS by:

1. Log into your Goldlink account
2. Click on the "Student Academics" tab
3. Go to the "Student Records" box and click on "Griffon GPS"

Your personalized degree audit tracks your progress toward completing your degree. You can choose the "What-If" option to compare other majors.

Registering for classes:

1. Log into your Goldlink account
2. Click on the "Student Academics" tab
3. Go to the "Registration" box and click "Add or Drop Classes"

4. Click the check mark to "Accept the terms and continue registration"
5. Click on "Schedule Planner" to chart out possible schedules for next semester
6. Once schedule has been selected, send it to your shopping cart
7. On the Schedule Planner Registration cart page, click on "Register"
8. Enter your alternate PIN number on the next screen
9. Click "Submit Changes" on the next screen
10. Go to the top and click on Main Menu
11. Click on "View (and Print) Condensed Schedule" in the Registration box
12. Print your schedule

Important Resources

- **Center for Academic Support (Tutoring)**
 - Hearnes 213 – 816-271-4524
 - <https://intranet.missouriwestern.edu/cas/>
- **Student Success & Academic Advising Center**
 - Eder 209 – 816-271-5990
 - <https://intranet.missouriwestern.edu/advising/>
- **Counseling Center**
 - Eder 203 – 816-271-4327
 - <https://www.missouriwestern.edu/student-services/counseling/>
- **Financial Aid**
 - Eder 103 – 816-271-4361 or 816-271-4362
 - <https://www.missouriwestern.edu/finaid/>
- **Business Office**
 - Eder 104 – 816-271-4324
 - <https://www.missouriwestern.edu/businessoffice/>
- **Accessibility Resource Center**
 - Blum 234 – 816-271-4330
 - <https://www.missouriwestern.edu/student-services/arc/>
- **Registrar's Office**
 - Eder 102 – 816-271-4211
 - <https://www.missouriwestern.edu/registrar/>
- **Center for Multicultural Education**
 - Blum 207 – 816-271-4150
 - <https://www.missouriwestern.edu/student-life/center-for-multicultural-education/>
- **Center for Student Involvement**
 - Blum 207 – 816-271-4159
 - <https://www.missouriwestern.edu/student-life/csi/>
- **Career Development**
 - Blum 210 – 816-271-4292
 - <https://www.missouriwestern.edu/student-services/career-development/>

For more information, frequently-asked advising questions, and a list of more resources:

<https://intranet.missouriwestern.edu/advising/>