



## Academic Advising Syllabus Missouri Western State University Spring 2022

### Advisor

**Dan Stevens**

### Office

Eder Hall, Room 209C  
Student Success and Academic Advising Center  
4525 Downs Drive  
St. Joseph, MO 64507

### Phone

816-271-5992

### E-Mail

Make an appointment link:  
[dstevens5@missouriwestern.edu](mailto:dstevens5@missouriwestern.edu)

### Advising Hours

8:00am - 4:30pm  
Please schedule an appointment, one day in advance if possible, by visiting <http://dstevens5.youcanbook.me> or calling the Student Success Center front desk at 816.271.5990

### Resources

MWSU Undergraduate Catalog – [Click Here](#)  
Advising Webpage – [Click Here](#)  
Success Videos and Handouts – [Click Here](#)  
Traitify Career Planning – [Click Here](#)

## 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...

- 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
- Be accessible for meeting with you via office hours, telephone, or e-mail
- 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
- Keep a personal record (“advising portfolio”) of your progress toward meeting your goals
- 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
- Check your email and all other electronic resources daily.
- Accept responsibility for decisions

**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 816.271.5992.
  - Online through <https://dstevens5.youcanbook.me>
  - Come to the front desk of Eder 209 – Student Success & Academic Advising Center and schedule an appointment.
  - If you are making an appointment for priority registration or general discussion, 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.

**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.

## **Important SPRING 2022 dates:**

# **Advising Calendar 2022**

January 1-2 Campus closed

January 3 Campus re-opens

January 5 Deadline for Students to make payment arrangements (paid in full, full financial aid coverage and/or payment plan in place for balance). Students who have not made payment arrangements

may be administratively dropped from Spring 2022 classes

January 11 GO (Griffon Orientation)

January 11 Email to Faculty/Advisors about Early Intervention Reporting

January 13 Walk-in registration

January 17 Martin Luther King, Jr. Day (No Classes/Campus Closed)

January 18 Classes Begin (Full semester and First Session classes)

January 18-19 Late Registration/ Add Period (First Session classes)

January 18-19 Drop Period with No Transcript Entry (First Session classes)

January 18-24 Late Registration/Add Period (Full Semester classes)

January 18-24 Drop Period with No Transcript Entry (Full Semester classes)

January 20-31 50% refund for complete withdraw from session (First session)

January 20-February 16 Withdrawal period ("W" recorded on transcript) (First Session classes)

January 24 Last Day to Change from "Audit" to "Credit" (Full Semester and First Session classes)

January 25-April 1 Withdrawal Period for Semester Long Courses ("W" Recorded on Transcript)

January 28 Last day to choose A/CR/U (Pass/Fail) Option (First Session classes)

January 28 Degree Progress Review sent to students by Financial Aid

February 11 Last Day to Choose A/CR/U (Pass/Fail) Option (Full Semester classes)

February 11 Grades due for Fall 2021 incompletes

February 15 Online schedule available (Summer and Fall)

February 15 Send Reminder about Summer Graduation Application



Deadline March 1<sup>st</sup>

February 16 Last day to withdraw ("W" recorded on transcript) (First Session classes)

February 16 Last day to change from "credit" to "audit" (First Session classes)

February 21 President's Day (Classes in Session/ Campus Open)

February 23 Summer/Fall advisement begins

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 classes (First session classes)

March 4 Final Exam (First session classes)

March 7 Classes Begin (Second Session classes)

March 7 Priority Registration Begins for Summer and/or Fall 2022

\*March 7 Begin Registering Seniors

\*March 10 Begin Registering Juniors

\*March 14 Begin Registering Sophomores

\*March 16 Begin Registering Freshmen

March 7-8 Late Registration/ Add Period (Second Session classes)

March 7-8 Drop Period (no transcript entry) (Second Session classes)

March 9-18 50% refund for complete withdraw from session (Second session)

March 9- April 13 Withdrawal period ("W" recorded on transcript) (Second Session classes)

March 11 Last day to change from "audit" to "credit" (Second Session classes)

March 16 Midterm Grades Due (10:00 AM Deadline) (Full Semester classes)

March 16 Final grades due (10:00 AM deadline) (First Session classes)

March 18 Last day to choose A/CR/U (Pass/Fail) Option (Second Session classes)

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

March 29 Classes Resume

April 1 Last Day to Change from "Credit" to "Audit" (Full Semester classes)

April 1 Last Day to Withdraw ("W" Recorded on Transcript) (Full Semester Classes)

April 10 Summer Registration Begins (for current non-degree seeking students and all summer applicants who have completed files)

April 10 Fall Registration Begins for New Transfer/Returning Students with

Complete Files- Advising Appointment Required

April 13 Last day to change from “credit” to “audit” (Second Session classes)

April 13 Last day to withdraw (“W” recorded on transcript) (Second Session classes)

April 20 Last installment payment due

April 20 Fall Registration Begins for Non-Degree Seeking Students

April 29 Last Day of Classes (Full Semester and Second Session classes)

May 2-6 Spring Finals Exams (Full Semester and Second Session classes)

May 7 Commencement for Spring and Summer Graduates

May 10 Final Grades Due for Spring (10:00 AM deadline) (Full Semester and Second Session classes)

May 17 Deadline for Students to make payment arrangements (paid in full, full financial aid coverage

and/or payment plan in place for balance). Students who have not made payment arrangements

may be administratively dropped from Fall 2022 classes

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

May 31 Classes Begin for Eight Week Classes and First Four Week Classes

May 31 Late Registration for First Four-Week Summer Classes; Add Period for First Four-Week Summer Classes

May 31 Drop Period for First 4-week classes (No Transcript Entry)

May 31-June 1 Late Registration/Add Period for 8-week classes

May 31- June 1 Drop Period for Eight Week Summer Classes with no Transcript Entry

June 2-16 Withdraw period (“W” recorded on transcript) for first eight-week session

June 2-16 Withdrawal Period (“W” recorded on transcript) for First Four-Week Classes

### **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.
- Visit the Career Development Center for assistance with career planning, searching for on- and off-campus employment, and programming to assist students and alumni in making meaningful career, educational, and life choices. There are Career Mentors there to assist in developing your resume, finding a job, or discussing your career assessment results. Schedule an appointment with a Career Mentor in the Career Development Center by calling 816.271.4292 or by emailing [careercenter@missouriwestern.edu](mailto:careercenter@missouriwestern.edu).
- 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 Hearn 213) can be of great assistance.

### **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 Disability Services Office for assistance. The staff of Disability Services 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.

### **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”

### **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

<b>Center for Academic Support (Tutoring)</b>	Hearnes 213	816-271-4524
<b>Student Success &amp; Academic Advising Center</b>	Eder 209	816-271-5990
<b>Counseling Center</b>	Eder 203	816-271-4327
<b>Financial Aid</b>	Eder 103	816-271-4361 or 816-271-4362
<b>Business Office</b>	Eder 104	816-271-4324
<b>Accessibility Resource Center</b>	Blum 234	816-271-4330
<b>Registrar’s Office</b>	Eder 102	816-271-4211
<b>Center for Multicultural Education</b>	Blum 207	816-271-4150
<b>Center for Student Involvement</b>	Blum 207	816-271-4159
<b>Residential Life</b>	Commons 106	816-383-7100
<b>Center for Service</b>	Eder 202	816-271-4100
<b>Center for Military and Veteran Services</b>	Eder 200	816-271-4111
<b>Non-Traditional &amp; Commuter Student Center</b>	Blum 234	816-271-4280
<b>Career Development Center</b>	Blum 210	816-271-4292

### 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.