

Academic Advising Syllabus



Spring/Summer 2022



Elaine Bryant

Eder Hall 209F

8:00-11:30 a.m. and 1-4:30 p.m.

Monday-Friday

Phone: 816.271.5636

bryant@missouriwestern.edu

Website:

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

Facebook:

<https://www.facebook.com/MWSUadvising>

- A face-to-face advising appointment usually generates the most beneficial conversation. For basic questions, email is preferred and telephone calls are welcome. Zoom appointments are also available to help with social distancing efforts.
- Appointments must be scheduled at least a day in advance, but pre-registration periods may require more than a week of lead time.
- Please schedule an appointment by visiting www.elainebryant.youcanbook.me or calling the Student Success Center front desk at 816.271.5990.
- Students arriving more than 10 minutes late for an advising appointment will be asked to reschedule.

**Elaine Bryant, Director of ATLAS
(Advising, Tutoring, Learning & Academic Support)**

Mission Statement

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 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.

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.

Expectations for Student Advisees:

- Make regular contact with the assigned academic advisor. Have a face-to-face meeting at least once per semester. Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Come to appointments prepared with questions and/or topics to discuss.
- Research academic programs, policies, procedures, and opportunities as appropriate.
- Check Missouri Western email account regularly.
- Read the Undergraduate Catalog to become familiar with Missouri Western offerings and policies.
- Seek an advisor's help when problems first arise.
- Outline goals and steps to achieve those goals each semester.
- Work to create a degree plan for school—consider interesting courses, study away, internships, etc.
- Accept responsibility for the decisions and actions (or inactions) that affect educational progress.
- Confirm accuracy of advice or information from friends, classmates and family members.
- Keep track of grades in all classes on a regular basis.
- Provide advisor with accurate and truthful information about interests and abilities.

Expectations for Advisors:

- Understand and communicate degree and general education requirements.
- Provide a safe and respectful space for students to share thoughts, goals, concerns and interests.
- Provide resources and referrals.
- Listen carefully to students' questions, concerns and confusions.
- Maintain confidentiality as possible (will not discuss academic records with parents or non-university personnel without student's written permission).
- Assist students to make course and academic program decisions.

- 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).
- Help students think through educational goals.
- Assist students in working with and developing relationships with faculty.
- Encourage student responsibility for educational plans and decisions.

Resources:


- Missouri Western State University catalog: [Click Here](#)
- Advising Webpage: [Click Here](#)
- Student Handbook: [Click Here](#)
 - Academic Policies & Information
 - Student Code of Conduct
 - University Policies & Procedures
- Success Videos and Handouts: [Click Here](#)
- Traitify Career Planning: [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 816.271.5636.
 - Online through <https://elainebryant.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. You can find this form under the Student Academics tab of your Goldlink under the "Student Records" box.

Important Spring 2022 dates:

- 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

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.
- Research possible majors and take a wide variety of courses.
- 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:

If you are Undecided, 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 advisor who will be a specialist in your new program.

If you declared a Bachelor of General Studies, you will remain with me as your academic advisor through to graduation. We will track your progress and I will be there to assist with every step.

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.

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 (only alternate PIN if freshmen or sophomore status, on academic probation, or a student-athlete or international student)
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)
 - Hearn 213 – 816-271-4524
- Student Success & Academic Advising Center
 - Eder 209 – 816-271-5990
- Counseling Center
 - Eder 203 – 816-271-4327
- Financial Aid
 - Eder 103 – 816-271-4361 or 816-271-4362
- Business Office
 - Eder 104 – 816-271-4324
- Accessibility Resource Center
 - Blum 212 – 816-271-4330
- Registrar’s Office
 - Eder 102 – 816-271-4211
- Center for Multicultural Education

- Blum 207 – 816-271-4150
- Center for Student Involvement
 - Blum 207 – 816-271-4159
- Residential Life
 - Commons 106 – 816-383-7100
- Center for Service
 - Eder 202 – 816-271-4100
- Center for Military and Veteran Services
 - Eder 200 – 816-271-4111
- Non-Traditional & Commuter Student Center
 - Blum 234 – 816-271-4432
- Career Development Center
 - Blum 210 – 816-271-4292