



Academic Advising Syllabus
Missouri Western State University
Spring 2024

Advisor

Derek Evans

Office

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Advising Hours

8:00am - 4:30pm
Please 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

Resources

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

- 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)
- Communicate the curriculum, graduation requirements, and university policies/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 the available resources and services on campus
- Assist you in understanding the purpose of higher education and its effects on your life/
- Monitor and accurately document your progress toward meeting your goals
- Assist you in gaining skills in assuming responsibility for your educational plans
- 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 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 values/goals and provide me with information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Develop a 4+ year degree plan for successfully achieving your goals
- 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.
- Keep all academic documents organized and in a safe place: 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 the Career Development Center (Blum 210) They can help you identify career paths, build application materials, and help you set and reach career goals.
- Research possible majors and take a wide variety of courses.
- 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.

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 2024 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 2024

For a complete list of important registration related dates and refund schedule, click [HERE](#) to visit the Spring 2024 Registration Calendar

January 16	Full Semester and 1 st 8-week Classes Begin
January 16-18	Add & Drop Period (no transcript entry) (1 st 8-week classes)
January 16-23	Add & Drop Period (no transcript entry) (Full semester classes)
January 19 – February 14	Course or University withdrawal period for 1 st 8-week classes (“W” on transcript) <i>Please see me first if you are considering withdrawing</i>
January 24 - March 29	Course or University withdrawal period for full semester courses (“W” on transcript) <i>Please see me first if you are considering withdrawing</i>
February 19	President’s Day (Classes in Session/Campus Open)
February 19	Starting this date, make an appointment to meet with me to discuss your Summer/Fall 2024 classes
March 4	2 nd 8-week Classes Begin
March 4	Registration begins for Summer/Fall 2024 <ul style="list-style-type: none">• March 4 – Seniors, Honors, Athletes, and Student Ambassadors• March 7 – Juniors• March 11 – Sophomores• March 13 – Freshmen
March 4-5	Drop Period (no transcript entry) (2 nd 8-week classes)
March 6 - April 10	Course withdrawal period for 2 nd 8-week classes (“W” on transcript) <i>Please see me first if you are considering withdrawing</i>
March 6	Midterm grades are due for Full semester classes Check your midterm grades through Goldlink!
March 9-17	Autumn Break (No Classes/Campus Open)
May 4	Commencement for Spring and Summer Graduates
May 7	Final Grades Due for Full Semester and 2 nd 8-week classes Check your final grades through Goldlink!

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.

