

Academic Advising Syllabus
Missouri Western State University
Spring 2024



Advisor

Monica Phillips

Office

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Student Success & Academic Advising Center
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Phone

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Email

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Advising Hours

8:00 am – 4:30 pm

Please schedule an appointment, one day in advance if possible, by visiting <https://mphillips25.youcanbook.me> or by calling the Student Success & Academic Advising Center front desk at 816-271-5990.

You can also call or text my direct line, listed above.

Resources

[MWSU Undergraduate Catalog](#)

[Advising Webpage](#)

[Success Videos and Handouts](#)

[Traotify Career Planning](#)

What is Academic Advising?

“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 so they can gain assistance in planning their educational career, learn the skills needed for academic success, and learn how to access the variety of resources and services available to them at 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 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 meetings through scheduled appointments
- Respond to email and phone messages within a reasonable period of time (usually within 24 hours Monday--Friday)
- Assist you in gaining the decision-making skills that will allow you to assume responsibility for your educational goals, progress, and achievements
- Maintain confidentiality

Advisee Responsibilities | As an advisee, you are expected to...

- Schedule regular appointments with/regularly contact me throughout the semester
- Keep scheduled appointments or cancel with 24 hours' notice
- Become knowledgeable about college programs, policies, and procedures
- Clarify personal values and goals
- Provide me with accurate information regarding your interests and abilities
- Be an active learner by participating fully in the advising experience
 - Keep a personal record of your progress toward meeting your goals
 - Come prepared to each appointment with questions/material for discussion
 - Ask questions when you do not understand an issue or have a specific concern
 - Seek to understand and pursue any provided recommendations
 - Develop a degree plan that outlines an achievable path to your goals, and select courses each semester that will help you progress toward reaching your goals
- Utilize campus resources to assist in achieving your academic, personal, and career goals
- Check your email and all other electronic communications and resources daily
- Accept responsibility for your decisions

Appointments and Communication

- You can schedule an appointment with me in the following ways:
 - Via my booking link: <https://mphillips25.youcanbook.me>
 - Calling the Student Success & Academic Advising Center at 816-271-5990
 - Call or text my direct line: 816-271-5992
 - Visit the front desk of the Student Success & Academic Advising Center in Eder 209
- Appointment lengths:
 - For appointments for regular advisement, priority registration, or a general discussion, please allow for a 30-minute appointment.
 - If you require assistance with a degree plan, please allow for a 60-minute appointment.
- **Email:** Advisors use Missouri Western email as a primary means of communication with advisees. Students should correspond with advisors using their MWSU email account to ensure email delivery and the security of their academic record.

Suggested Activities for Student Success

- Get involved in a campus organization, particularly those related to your major interests.
- Meet with each instructor and academic advisor during the first month of class.
- Seek assistance if you encounter difficulties adjusting to college.
- Organize and maintain your 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 call 816-271-4292 or send an [email](#)). Career Mentors can 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. Tutoring 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.

Spring 2024: 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.

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

January 16	Classes Begin for Full Semester and First Session Courses
January 16-18	Add/Drop Period (First Session Courses)
January 16-23	Add/Drop Period (Full Semester Courses)
January 19–February 14	Course or University Withdrawal Period (“W” recorded on transcript) for First Session Classes <i>Please see me first if you are considering withdrawing</i>
January 24–March 29	Course or University Withdrawal Period (“W” on transcript) for Full Semester Classes <i>Please see me first if you are considering withdrawing</i>
February 19	President’s Day (Classes in Session/Campus Open)
February 21	Summer/Fall Advisement Begins
March 1	Final Exam and Last day of First Session Classes
March 4	Second Session 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	Add/Drop Period (Second Session Courses)
March 6	Midterm Grades are Due for Full Semester Classes (Check your midterm grades through Goldlink!)
March 6–April 10	Course Withdrawal Period for Second Session Classes <i>Please see me first if you are considering withdrawing</i>
March 9–17	Spring Break (No Classes/Campus Open)
May 4	Commencement for Spring and Summer Graduates
May 7	Final Grades Due (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 anyone you would not want seeing your educational records.

Important Resources

Center for Academic Support (Tutoring)	Hearnes 213	816-271-4524	Email
Student Success & Academic Advising Center	Eder 209	816-271-5990	Email
Counseling Center	Eder 203	816-271-4327	Email
Financial Aid	Eder 103	816-271-4361	Contact
Business Office	Eder 104	816-271-4324	Email
Accessibility Resource Center	Eder 201	816-271-4337	Email
Registrar's Office	Eder 102	816-271-4211	Email
Center for Diversity and Inclusion	Blum Union 207	816-271-4150	Email
Center for Student Involvement	Blum Union 207	816-271-4150	Email
Residential Life	Commons 106	816-383-7100	Email
Center for Service	Eder 202	816-271-4100	Email
Center for Military & Veteran Services	Eder 200	816-271-4111	Email
Non-Traditional & Commuter Student Center	Blum Union 234	816-271-4150	Email
Career Development Center	Blum Union 210	816-271-4292	Email