



## Academic Advising Syllabus Fall 2024

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| <b>Advisor</b>        | <b>Shelly Lundy</b>   |
| <b>Office</b>         | Eder Hall, Room 209E<br>Student Success and Academic Advising Center<br>4525 Downs Drive<br>St. Joseph, MO 64507  |
| <b>Phone</b>          | 816-271-5878  |
| <b>E-Mail</b>         | slundy@missouriwestern.edu  |
| <b>Advising Hours</b> | 8:00am - 4:30pm<br>Please schedule an appointment, one day in advance if possible, by visiting:<br><a href="http://griff.vn/ShellyL">http://griff.vn/ShellyL</a> or calling the Student Success & Academic Advising Center front desk at 816.271.5990 |
| <b>Resources</b>      | MWSU Undergraduate Catalog – <a href="#">Click Here</a><br>Advising Webpage – <a href="#">Click Here</a><br>Success Videos and Handouts – <a href="#">Click Here</a><br>Traitify Career Planning – <a href="#">Click Here</a>                         |

### 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 816.271.5878.
  - Online through <http://griff.vn/ShellyL>
  - 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 advisor who will be a specialist in your new program.

**Important Fall 2024 dates:**

|             |   |
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| August 26   | Classes Begin (Full semester and First Session classes)         |
| September 2 | Labor Day (No Classes/Campus Closed)                            |
| October 2   | Spring 2025 advisement begins                                   |
| October 14  | Priority Registration Begins for Spring 2025                    |
| *October 14 | Begin Registering Seniors, Identified Groups, Graduate Students |
| *October 17 | Begin Registering Juniors                                       |
| *October 21 | Begin Registering Sophomores                                    |
| *October 23 | Begin Registering Freshmen                                      |
| October 11  | Last day of classes/Final Exams (First session classes)         |

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| October 14               | Classes Begin (Second Session classes)   |
| October 16               | Midterm Grades Due (10:00 AM Deadline) (Full Semester classes)                           |
| October 16               | Final grades due (10:00 AM deadline) (First Session classes)                             |
| November 1               | Priority Deadline for Spring 2025 <a href="#">Graduation Application</a>                 |
| November 23 - December 1 | Fall Break (Campus Closed)   |
| December 6               | Last Day of Classes (Full Semester and Second Session classes)                           |
| December 9 – December 13 | Fall Finals Exams (Full Semester and Second Session classes)                             |
| December 14              | Commencement for Fall Graduates  |
| December 17              | Final Grades Due for Fall (10:00 AM deadline) (Full Semester and Second Session 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 Hearnes 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 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. Go to the “Student Records” box and click on “Griffon GPS”

### Important Resources

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| <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.