

# Academic Advising Syllabus

## Missouri Western State University

### Spring 2026

#### *Advisor*

**Monica Phillips**

#### *Office*

Eder Hall, 209C  
Student Success & Academic Advising Center  
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#### *Phone*

816-271-5992

#### *Email*

[mphillips25@missouriwestern.edu](mailto:mphillips25@missouriwestern.edu)

#### *Advising Hours*

8:00 am – 4:30 pm

You can schedule an appointment by visiting [my booking link in Navigate 360](#), scanning the QR code above, or by calling the Student Success & Academic Advising Center front desk at 816-271-5990.

You can also call/text my direct phone 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 [Navigate 360 booking link](#)
  - Message me on Navigate 360
  - Calling the Student Success & Academic Advising Center at 816-271-5990
  - Call/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 general discussion and questions, please allow for a 30-minute appointment.
  - If you require assistance with a degree plan, please allow for a 60-minute appointment.
- **Email & Navigate 360:** Advisors use Missouri Western email and Navigate 360 as primary means of communication with advisees. Students should correspond with advisors using their MWSU email account or Navigate 360 app to ensure message 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, explore different majors, 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 2026: 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 Fall 2026 courses. While my door is always open, 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 2026 Registration Calendar.

January 20	Classes Begin for Full Semester and First Session Courses
January 20-21	Add/Drop Period (First Session Courses)
January 20-28	Add/Drop Period (Full Semester Courses)
January 20–Feb 18	Withdrawal Period (“W” recorded on transcript) for First Session Classes <b><i>Please see me first if you are considering withdrawing</i></b>
January 20–April 3	Withdrawal Period (“W” on transcript) for Full Semester Classes <b><i>Please see me first if you are considering withdrawing</i></b>
<b>February 25</b>	Fall and Summer 2026 Advisement Begins
March 6	Final Exam and Last day of First Session Classes
March 9	Second Session Classes Begin
<b>March 9</b>	Registration begins for Spring 2026 <ul style="list-style-type: none"><li>• March 9: Seniors, Honors, Athletes, etc.</li><li>• March 12: Juniors</li><li>• March 16: Sophomores</li><li>• March 18: Freshmen</li></ul>
January 20-March 10	Add/Drop Period (Second Session Courses)
March 11	Midterm Grades are Due for Full Semester Classes Final Grades are Due for First Session Classes <b>(Check your midterm grades through Goldlink)</b>
March 11–April 15	Withdrawal Period (“W” on transcript) for Second Session Classes <b><i>Please see me first if you are considering withdrawing</i></b>
March 14–22	Spring Break (No Classes/Campus Open)
May 4-8	Final Exams for Full Semester and Second Session Classes
May 9	Commencement for Fall Graduates
May 12	Final Grades Due <b>(Check your final grades through Goldlink)</b>

## 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

<a href="#">Center for Academic Support (Tutoring)</a>	Hearnes 213	816-271-4524	<a href="#">Email</a>
<a href="#">Student Success &amp; Academic Advising Center</a>	Eder 209	816-271-5990	<a href="#">Email</a>
<a href="#">Counseling Center</a>	Eder 203	816-271-4327	<a href="#">Email</a>
<a href="#">Financial Aid</a>	Eder 103	816-271-4362	<a href="#">Contact</a>
<a href="#">Business Office</a>	Eder 104	816-271-4324	<a href="#">Email</a>
<a href="#">Accessibility Resource Center</a>	Eder 201	816-271-4337	<a href="#">Email</a>
<a href="#">ARC Testing Center</a>	Eder 208	816-271-4330	
<a href="#">Registrar's Office</a>	Eder 102	816-271-4211	<a href="#">Email</a>
<a href="#">Center for Student Involvement</a>	Blum Union 207	816-271-4150	<a href="#">Email</a>
<a href="#">Residential Life</a>	Commons 106	816-383-7100	<a href="#">Email</a>
<a href="#">Center for Service</a>	Eder 202	816-271-4100	<a href="#">Email</a>
<a href="#">Center for Military &amp; Veteran Services</a>	Eder 200	816-271-4111	<a href="#">Email</a>
<a href="#">Commuter and Contemporary Student Center</a>	Blum Union 234	816-271-4150	<a href="#">Email</a>
<a href="#">Career Development Center</a>	Blum Union 210	816-271-4292	<a href="#">Email</a>
<a href="#">University Testing Center</a>	Hearnes 306	816-271-4410	<a href="#">Email</a>