

Academic Advising Syllabus

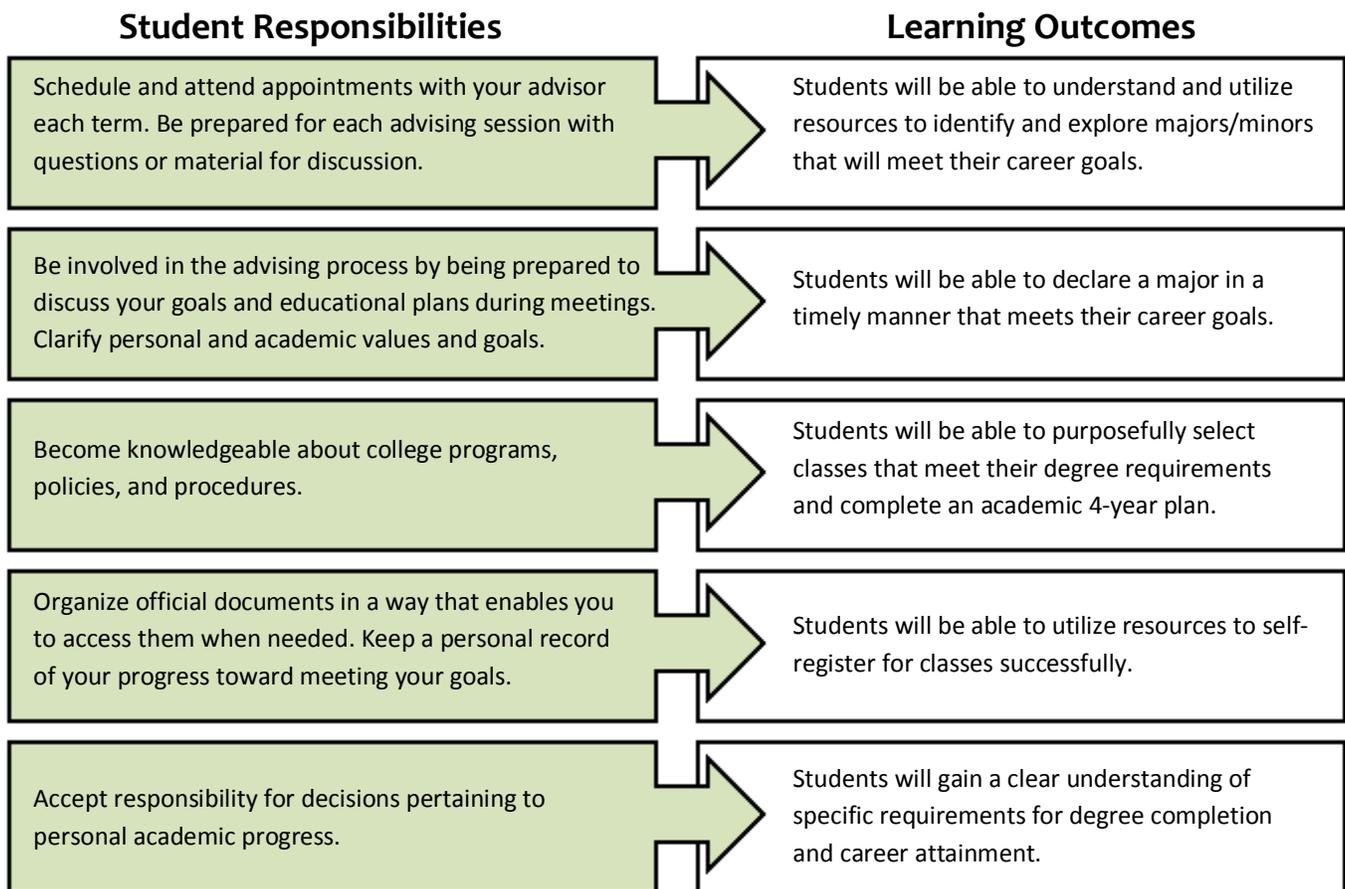
Southern Utah University

Advisor: English, Political Science, Criminal Justice
Office: Southern Utah University
ST 205G
351 West University Boulevard
Cedar City, UT 84720
Phone: (435) 586-5420
Hours: Monday – Friday, by appointment (8:30 AM - 5 PM)
***If you are more than ten minutes late, you will be asked to reschedule your appointment.**

FERPA Information

By Federal law, your advisor is unable to share your educational records with other parties—even your parents, spouse, or children. If you wish to let another person have access to your information and/or make decisions on your behalf, you MUST file an **Authorization to Release Educational Information**, which is available at the Registrar’s Office and online (<http://suu.edu/ss/registrar/pdf/ReleaseofInformation.pdf>).

Information disseminated over e-mail will only be sent to your preferred e-mail account. You can change/update that e-mail at any time through your “MySUU Portal.” Please keep an updated e-mail account in the system at all times, as it is an official form of University communication.



Advisor Responsibilities (What Does the Advisor Do?)

Your Advisor will:

- Help formulate a plan to meet undergraduate advising needs.
- Communicate with students, outlining requirements and preparatory work expected for specific degree programs.
- Provide information for students working toward their major, designed to help students understand course requirements, prerequisites, and course frequency and sequencing to enable them to complete their academic objectives as efficiently as possible.

Your advisor is here to help and guide you through the process of choosing a curriculum that will allow you to reach your educational, professional, and personal goals. They are always happy to answer questions and help you work through any challenges but not here to do all the work for you (e.g., register you for classes, come up with a schedule, etc.).

Steps in the Advising Process

1. Review your progress toward graduation by either visiting your “Degreeworks” web audit (through the “MySUU” Portal) or by using the general education & major worksheets available in my office.
2. Make a list of the remaining classes you are required to complete.
3. Search for courses online for the upcoming semester. Create a tentative schedule.
4. Call and make an appointment with your advisor. (Expect a 30-minute session unless you specify otherwise.)
5. Bring appropriate materials and questions concerning degree requirements or registration to the advising meeting.
6. The academic advising process should be a conversation. Ask questions to clarify information and take notes. Evaluate the information you receive and act accordingly. Remember that faculty and staff advisors are there to assist you in the decision making process; however, ultimately, you are responsible for your education.

Changing Your Major/ Minor

SUU requests you declare a major by the end of your sophomore year. However, you may make alterations to your major/minor as needed. Please meet with the advisor in charge of your NEW major. Your advisor will not be able to approve change of major forms for any area other than English, Political Science, Criminal Justice, and Paralegal.

Scheduling Appointments

The best way to schedule an appointment is to call Academic Advising at (435) 586-5420 or by going online to <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>. Do not e-mail your advisor to set up an appointment, as they will refer you to the above methods.

Missed Appointments

If you miss 3 or more consecutive appointments, you will be required to come during walk-in hours.

Walk-in Advising

Walk-ins are for quick questions, signatures, adding/dropping classes, etc. Do not expect to meet for more than 5-10 minutes during this time (no grad checks or ed plans). If you need a full appointment, please set one up at the front desk. Please check with the front desk to find out walk-in times for that day/week.

Signatures

There is a variety of SUU paperwork as well as outside entities that require you to obtain your advisor’s signature. It is your responsibility to know what you are asking your advisor to sign. Likewise, if you are asking for a written letter or statement on your behalf, expect to leave the information with your advisor and allow at least 3 business days for completion.

E-Mail Etiquette

Adapted from <http://mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html>

Correspondence with university faculty and staff should be professional and cordial. The following are good rules to follow when composing an e-mail:

1. Use a clear, understandable, and detailed subject line. Labeling it “question” does not tell me anything about what you need. Please **DO NOT** leave it blank, as it may be filtered to my spam folder.
 2. Use upper-case letters when needed and skip the text-speak. Write in complete sentences with appropriate punctuation.
 3. Proofread what you’ve written and use Spell Check before you hit send.
 4. Reply with the conversation history included, so I can remember what we talked about.
 5. Include your TNumber if possible. It’s much easier to find your information than using just your name.
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Some Helpful Links

VARIOUS STUDENT FORMS <http://suu.edu/ss/registrar/student-forms.html>

CATALOG YEAR REQUIREMENTS <http://suu.edu/academics/catalog/>