

Academic Advising Syllabus

Southern Utah University

Advisor: Kate Connor

Advisor for Open Option and College of Education majors (0-60 credits)
 {College of Education majors with 60+ credits contact Ruth Billhimer 435.865.8083}

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Hours: By appointment (8 a.m.- 5 p.m.)

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 Southern Utah University, you will work collaboratively with an advisor to clarify and fulfill your academic, career, and personal goals.

Advisor Responsibilities	Student Responsibilities
Understand and effectively communicate curriculum and graduation requirements, university policies and procedures.	Be prepared for each advising session with questions or material for discussion.
Assist and guide students in creating realistic goals and assist in developing an educational plan consistent with goals.	Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings.
Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.	Clarify personal and academic values and goals.
Monitor and accurately document students’ progress toward meeting their goals.	Keep a personal record of your progress toward meeting your goals.
Listen to students’ concerns and respect individual values and choices.	Organize official documents in a way that enables you to access them when needed.
Assist students in gaining decision-making skills and for assuming responsibility for their actions and educational choices.	Become knowledgeable about college programs, policies, and procedures.
Identify appropriate resources for students throughout campus.	Accept responsibility for decisions.
Provide information on educational opportunities outside the classroom.	Schedule and attend appointments with your advisor each term.

Student Learning Outcomes:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Understand the relationship between classroom experiences and academic, career, and personal goals.
- Understand the importance of including experiences outside the classroom such as, internships, study abroad, and/or service learning.

Steps in the Advising Process

1. Review your progress toward graduation requirements (General Education and Major/Minor) by completing a degree evaluation online or on paper.
2. Make a list of the remaining classes you are required to complete.
3. Search for courses online for the upcoming semester.
4. Create a tentative schedule to be discussed with your advisor.
5. Call and make an appointment with your advisor.
6. Be prepared. Bring appropriate materials and questions concerning degree requirements or registration to advising meeting.
7. 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, faculty and staff advisors are there to assist you in the decision making process; however, ultimately, you are responsible for your education.

Fall Semester, 2010

August 19	Thursday	Student Welcome Week Begins
August 23	Monday	Fall Semester Begins
August 26	Thursday	First Session: Last day to drop without "W" on record. Drop Policy enforced.
August 27	Friday	First Session: Last day of Registration and adding. Last day to change course status to Audit
August 31	Tuesday	Regular Session: Last day to drop without "W" on record. Drop Policy enforced.
September 3	Friday	Regular Session: Last day of Registration and adding. Last day to change course status to an audit. Refund Policy enforced. enforced.
September 6	Monday	Labor Day - No classes
September 22	Wednesday	First Session: Last day to drop with "W" on record. Drop Policy enforced. enforced.
September 24	Friday	5th Week Reports Due
October 13	Wednesday	First Session Ends
October 14	Thursday	Second Session Begins
October 15	Friday	Deadline: Submission of Graduation papers for Spring 2011
October 19	Tuesday	Second Session: Last day to drop without "W" on record. Drop Policy enforced.
October 20	Wednesday	Second Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.
October 22	Friday	Regular Session: Last day to withdraw from individual classes. Drop Policy enforced.
November 10	Wednesday	Second Session: Last day to drop with "W" on record. Drop Policy enforced.
November 24-26	Wednesday-Friday	Thanksgiving Recess - No classes
December 3	Friday	Fall Semester Class Instruction Ends
December 6	Monday	Study Day
December 7-10	Tuesday-Friday	Final Exams
December 13	Monday	New Freshman Orientation
December 15	Wednesday	Grades Due

Recommended Resources:

General Education Requirements <http://suu.edu/academics/ge/>

Major Lists <http://suu.edu/academics/majors.html>

Registration Information <http://suu.edu/ss/registrar/>

Academic & Career Advising <http://www.suu.edu/ss/acdc/>

Financial Aid <http://www.suu.edu/ss/financial/>

Notes: