

# Academic Advising Syllabus

## Southern Utah University

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<http://suu.edu/advising>

***FERPA Information***  
*By Federal law I am 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>).*

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### 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	Clarify personal and academic values and goals.

on their lives and personal 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.

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