

**Academic Advising Syllabus  
Southern Utah University**

**Advisor:** **Andrea Donovan**  
Advisor for Psychology, History, Sociology, Anthropology, Sustainability, Women and Gender Studies, Social Science Composite and History Education

**Office:** Southern Utah University  
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*When I dare to be powerful,  
to use my strength in the service of my vision,  
then it becomes less and less important  
Whether I am afraid ~Audre Lorde*

**Phone:** 435.586.5420  
**E-mail:** andreadonovan@suu.edu  
**Hours:** By appointment (8am- 4pm)

**To book an appointment on line:** <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp>

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**The Family and Educational Rights and Privacy Act (FERPA)**

Information disseminated over email is limited by the FERPA Act. Advisors communicate with students via email only through students' *preferred* email account. Students may change/update that information at any time through 'MySUU Portal'. Please keep an updated email account in the system at all times, this is an official form of University communication.

FERPA: <https://www.suu.edu/registrar/rights.html>

Student Responsibilities	Learning Outcomes
Schedule and attend appointments with your advisor each semester. Be prepared for each advising session with questions or material for discussion.	Ability to make effective decisions concerning degree and career goals.
Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings. Clarify personal and academic values and goals.	Develop an educational plan for successfully achieving goals and select courses each semester to progress toward fulfilling that educational plan.
Become knowledgeable about college programs, policies, and procedures.	Utilize the resources and services on campus to assist in achieving academic, personal, and career goals.
Organize official documents in a way that enables you to access them when needed. Keep a personal record of your progress toward meeting your goals.	Understand the relationship between classroom experiences and academic, career, and personal goals.
Accept responsibility for decisions.	Understand the importance of including experiences outside the classroom such as, internships, study abroad, and/or service learning.
Advisor Responsibilities	
Assist students in gaining decision-making skills and for assuming responsibility for their actions & educational choices.	
Identify appropriate resources for students throughout campus. Provide information on educational opportunities outside the classroom.	
Assist and guide students in creating realistic goals and assist in developing an educational plan consistent with goals. Monitor and accurately document students' progress toward meeting their goals.	
Listen to students' concerns and respect individual values and choices.	
Understand and effectively communicate curriculum & graduation requirements, university policies & procedures.	

## **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. Create a tentative schedule to be discussed with your advisor.
  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 advising meeting.
  6. The academic advising process should be a collaborative conversation. Ask questions to clarify information, take notes and evaluate the information you receive so you can create success. Advisors assist you in the decision making process; and support you to lead your education.
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## **Degree Plan**

In order to support your timely graduation, you may find it helpful to map out a plan for the remainder of your academic future at SUU. This is a collaborative process in which I work alongside you with courses/course load/course sequencing/etc.

You might like to use a Degree Planner sheet, this will enable you to plan your semesters:

<http://www.suu.edu/advising/pdf/majorplanning/4year10.pdf>

## **Graduation Paperwork**

Graduation paperwork is completed on line. It is accessible in your SUU Portal – In the Student Menu → Student Records → Apply for Graduation. Graduation paperwork draws information from and is cross-checked with Degreeworks.

## **Degreeworks**

Degreeworks is a dynamic degree planning program that allows you to view very important degree completion criteria, plan your degree progress, evaluate degree changes and sequence your courses. Please be aware of this student support program! To access degreeworks, go into your SUU Portal and

then click on the icon that looks like this →  Always click Process New at the top of the page; this gives you the most current information available. This program refreshes overnight.

## **Helpful Links**

**Degree Worksheets – A list of required courses for your major or minor:**

- **History, Sociology, Social Science Composite, History Teaching and Anthropology - <http://suu.edu/hss/histsoc/programs.html>**

**SUU Registrar's Office - Student Forms - <http://www.suu.edu/ss/registrar/student-forms.html>**

**The SUU History/Sociology/Anthropology Department - <http://suu.edu/hss/histsoc/>**

**SUU Registrar's Office Student Forms - <http://www.suu.edu/ss/registrar/student-forms.html>**

**University College - Academic and Career Development - <http://www.suu.edu/ss/acdc/advising.html>**

**Additional Credit Information - <http://www.suu.edu/ss/registrar/additional-credit.html>**

**Intergovernmental Internship Cooperative - <http://www.suu.edu/uc/ee/outdoor/iic.html>**

**Tutoring Center Information: [www.suu.edu/ss/acdc/tutoring.html](http://www.suu.edu/ss/acdc/tutoring.html)**

**Testing Center Services: [www.suu.edu/ss/acdc/testing-center.html](http://www.suu.edu/ss/acdc/testing-center.html)**

**Academic Advising Links: <http://www.suu.edu/uc/forms.html>**