

# ACADEMIC ADVISING SYLLABUS SOUTHERN UTAH UNIVERSITY

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Student Success Advisor for Agriculture and Nutrition, Biology, Nursing and Physical Science  
Departments **(Last names A-D)**

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**Hours:** By appointment or Walk Ins (7 a.m. – 4 p.m.) **If you are more than ten minutes late, you will be asked to reschedule your appointment.**

**To schedule:** <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>

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## FERPA Information:

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

Learning Outcomes	Student Responsibilities
Students will be able to understand and utilize resources to identify and explore majors/minors that will meet their career goals.	Schedule and attend appointments with your advisor each term. Be prepared for each advising session with questions or material for discussion.
Students will be able to declare a major in a timely manner that meets their 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.
Students will be able to purposefully select classes that meet their degree requirements and complete an academic 4-year plan.	Become knowledgeable about college programs, policies, and procedures.
Students will be able to utilize resources to successfully self-register for classes.	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.
Student will gain a clear understanding of specific requirements for degree completion and career attainment.	Accept responsibility for decisions pertaining to personal academic progress.
Advisor Responsibilities	
Formulate a plan to meet undergraduate advising needs.	
Communicate with students, outlining requirements and preparatory work expected for the 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.	

## Steps in the Advising Process

1. Review your progress toward graduation requirements (General Education and Major/Minor) by using DegreeWorks.
  2. Using DegreeWorks 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 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.**
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## Academic Advising Defined:

**Degree plan:** At some point you will want to sit down and map out a plan for the remainder of your academic future at SUU. This is a collaborative process in which I assist and guide you with courses/course load/course sequencing/etc. Using DegreeWorks, you are expected to know have a good idea of what you have completed, and what you think is ahead of you.

**Graduation paperwork:** I typically walk you through your degree requirements using DegreeWorks (available via your my SUU page) on our first visit. Then each time we meet we will verify that you are on track. You must apply for graduation by October 15<sup>th</sup> for December Completion or December 15<sup>th</sup> for May Graduation.

**Missed appointments:** If you miss more than 3 consecutive appointments you will be required to come during walk-in hours. At times students must wait over a week to get an appointment so I will not continue scheduling appointments with someone who is not respectful of the time other students could use to have an advising appointment.

**Walk-in appointments:** At least twice a week I will hold walk-in hours. These are for quick questions, signatures, etc. Do not expect to meet for more than 5-10 minutes during this time. If you need a full appointment, set one up at the front desk of the ACC or by using <https://sars.suu.edu/eSARS/AcademicAdvising/eSARS.asp?WCI=Init&WCE=Settings>

**Signatures:** We have a variety of SUU paperwork as well as outside entities that require you to obtain my signature. It is your responsibility to know what you are asking me to sign. Likewise, if you are asking me to write a letter or statement in your behalf, expect to leave the information with me and allow at least 2 business days for me to complete your request.

**College of Science and Engineering degree worksheets:** <http://suu.edu/cose/advisement.html>

**College of Science and Engineering suggested 4 year plans:** <http://suu.edu/cose/guides.html>

**Tutoring Center Information:** <https://help.suu.edu/article/534/tutoring-learning-assistance-center>

**Testing Center Services:** <http://suu.edu/testing-center/index.html>