Academic Advising Syllabus  
Missouri Western State University  
Fall 2015

Advisor | Derek Evans
---|---
Office | Eder Hall, Room 209B  
Student Success and Academic Advising Center  
4525 Downs Drive  
St. Joseph, MO 64507
Phone | 816-271-5993
E-Mail | devans4@missouriwestern.edu
Advising Hours | 8:30 am-11:00 pm and 1:30 pm-4:30 pm  
Please schedule an appointment, one day in advance if possible, by visiting http://derekjevans.youcanbook.me or calling the Student Success Center front desk at 816.271.5990
Text/Materials | Missouri Western State University Undergraduate Catalog  
- [http://www.missouriwestern.edu/catalog/catalog.pdf](http://www.missouriwestern.edu/catalog/catalog.pdf)  
Advising Webpage  
- [http://www.missouriwestern.edu/advising](http://www.missouriwestern.edu/advising)  
Student Handbook/Planner

**Academic Advising Description/Definition**

“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 Missouri Western State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them through Missouri Western.

Academic advising is a collaborative educational process based on mutual respect. Students and their advisors are partners in meeting essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student’s entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.
Advisor Responsibilities | As your advisor you can expect me to…

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
- Encourage and guide you as you define and develop realistic goals
- Encourage and support the development of clear and attainable educational plans
- Provide you with information about and strategies for utilizing the available resources and services on campus
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals
- Monitor and accurately document your progress toward meeting your goals
- Be accessible for meeting with you via office hours, telephone, or e-mail
- Assist you in gaining decision-making skills and skills in assuming responsibility for your educational plans and achievements
- Maintain confidentiality

Advisee Responsibilities | As an advisee, your responsibilities and expectations are to…

- Schedule regular appointments or make regular contacts with me during each semester
- Keep a personal record (“advising portfolio”) of your progress toward meeting your goals
- Come prepared to each appointment with questions or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Complete all assignments or recommendations provided by me
- Clarify personal values and goals and provide me with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Develop an degree plan for successfully achieving your goals and select courses each semester to progress toward fulfilling this plan
- Utilize campus resources to assist in achieving your academic, personal, and career goals
- Check your email and all other electronic resources daily.
- Accept responsibility for decisions
Important Dates to Remember

As your advisor I expect you to communicate your progress, questions and/or concerns with me on a regular basis. To that end, you will need to meet me for advising at least once prior to enrolling in Spring 2016 courses. My door, of course, is always open, but meeting during the advisement period is essential to the success of our advising relationship and your success as a student.

Fall 2016

- August 25 | Walk-In Registration (11am to 430pm)
- August 27-29 | Griffon Edge
- August 31 | Classes Begin
- August 31- September 4 | Late Registration, Add/Drop period – (Mon - 10 a.m.-4:30p.m.; Tues. Fri. - 1:4:30 p.m.)($50 late registration fee)
- September 4 | Last day to change from “audit” to “credit”
- September 7 | CAMPUS CLOSED/NO CLASSES – Labor Day
- September 8 - November 6 | Withdrawal period for semester long courses (“W” recorded on transcript)
- September 15 | Convocation on Critical Issues (10:00am in Looney Complex)
- September 25 | Last day to choose A/CR/U (Pass/Fail) Option
- October 26 | Starting this date, make an appointment to meet and discuss your Spring schedule and obtain your alternate PIN
- October 28 | Mid-term Grades Due – Check your mid-term grades via GoldLink on October 29th
- November 2 | Deadline for Spring Graduation Application
- November 6 | Last day to withdraw (“W” recorded on transcript) / See me prior to withdrawing from any course to understand the full consequences of this decision
- November 6 | Last day to change from “credit” to “audit”
- November 9 | Priority registration begins for Fall 2014
  - November 9 – Seniors, Honors, Athletes, VIPs
  - November 12 – Juniors
  - November 16 – Sophomores
  - November 18 - Freshmen
- November 22-29 | CAMPUS CLOSED/NO CLASSES – Fall Break
- November 30 | Classes resume
- December 11 | Last Day of Classes
- December 12-18 | Final Exams
- December 21 | Final Grades Due – Check your mid-term grades via GoldLink on December 22nd
Assistance with Issues Involving Disabilities

Missouri Western State University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Services Office for assistance. The staff of Disability Services provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the Missouri Western campus. Through active involvement with all areas of the University, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

FERPA | Right To Privacy Information

The Family Education Right to Privacy Act is a federal law that aims to protect the privacy of students. This means that only you have legal access to your grades. Your parents, friends, peers, and significant others do not. You have the option to sign a waiver of these rights, but if you have not signed such a waiver, I am not allowed by federal law to discuss your grades with anyone but you. To ensure your privacy is not violated, I will only disseminate information over your Missouri Western (@missouriwestern.edu) email account. Do not share your email password with anybody you would not want seeing your educational records.