<table>
<thead>
<tr>
<th>Advisor</th>
<th>Daniel L. Stevens EdS</th>
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<tbody>
<tr>
<td>Office</td>
<td>Eder Hall, Room 209C</td>
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<td>Student Success and Academic Advising Center</td>
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<td>4525 Downs Drive</td>
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<td>St. Joseph, MO 64507</td>
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<tr>
<td>Phone</td>
<td>816-271-5990</td>
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<tr>
<td>E-Mail</td>
<td><a href="mailto:dstevens5@missouriwestern.edu">dstevens5@missouriwestern.edu</a></td>
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<td>Advising Hours</td>
<td>8:30 a.m.-1:00 p.m. and 2:30 p.m.-4:30 p.m.</td>
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<td>To ensure an appointment time, please schedule an appointment with the Student Success &amp; Academic Advising Center front desk at 816-271-5990.</td>
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<td>Text/Materials</td>
<td>Missouri Western State University Undergraduate Catalog:</td>
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<td><a href="https://www.missouriwestern.edu/catalog/">https://www.missouriwestern.edu/catalog/</a></td>
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<td>Advising Webpage:</td>
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<td><a href="https://www.missouriwestern.edu/advising/">https://www.missouriwestern.edu/advising/</a></td>
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<td>Student Handbook/Planner</td>
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<td>Academic Advising</td>
<td>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)</td>
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<td>Description/Definition</td>
<td>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.</td>
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<td>Academic advising is a collaborative educational process based on mutual respect. Students and their advisors are partners in meeting essential learning outcomes,</td>
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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. Advisors provide students with the most accurate information available, then each work together to create a realistic plan to accomplish educational and career goals. However, the educational choices students make are their own and the responsibility for knowing and fulfilling degree requirements rests with them. 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 their lives and personal goals
- Monitor and accurately document your progress toward meeting your goals
- Monitor and accurately document you’re A+ progress (if needed)
- 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
- Assist you in working closely with your professors
### Advisee Responsibilities

As an advisee, your responsibilities & expectations are to...

- Schedule regular appointments with me during each semester
- Contact me before changing your schedule
- Keep a personal record of your progress toward meeting your goals
- Organize documents in your advising portfolio so that they may be accessed easily
- 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
- Gather all relevant decision-making information
- Clarify personal values and goals and provide me with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Become knowledgeable about the A+ program and requirements (if needed)
- Check your email and all other electronic resources daily.
- Accept responsibility for decisions

### Expected Student Learning Outcomes

What you are expected to be able to DO as a result of your advising experience....

- Make effective decisions concerning your degree and career goals
- Develop an educational plan for successfully achieving your goals
- Select courses each semester to progress toward fulfilling your educational plan
- Demonstrate an understanding of the value of the general education requirements
### Demonstrating Your Achievement of Learning Outcomes

In order for you and I to accurately measure and document that you have achieved the learning outcomes for academic advising, we will develop an on-going portfolio of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedule, collaborative work done due to various referrals on campus, and documents that we will develop together to demonstrate your achievement of these outcomes.

### Schedule of Required Advising Appointments

As your advisor I expect you to communicate your progress, questions and/or concerns with me on a regular basis. To that end, I expect you to meet me for an advising session during each of the following weeks. My door is always open, but meeting during these critical periods is essential to the success of our advising relationship and your success as a student.

### Important Dates to Remember – Fall 2015

**Important Fall 2015 dates:**
- August 25 – Walk-In Registration (11 a.m.-4:30 p.m.)
- August 27-29 – Griffon Edge
- August 31 – Classes Begin
- August 31-September 4 – Late Registration/Add Period (Mon - 10 a.m.-4:30 p.m.; Tues.-Fri. - 1-4:30 p.m.) ($50 late registration fee)
- August 31-September 4 – Drop period with no transcript entry ($50 late registration fee)
- September 4 – Last day to change from “audit” to “credit”
- September 7 – NO CLASSES/CAMPUS CLOSED – Labor Day
- September 8-November 6 – Withdrawal period for semester long courses (“W” recorded on transcript)
- September 15 – Convocation on Critical Issues (10:00 a.m. in Looney Complex)
- September 25 – Last day to choose A/CR/U (Pass/Fail) Option
• October 28 – Mid-term grades are due; check your mid-term grades; can be accessed through GoldLink on October 29th
• November 2 – Starting this date, make an appointment to meet with me to discuss your Spring schedule and obtain your alternate PIN for enrollment
• November 2 – Deadline for Spring Graduation Application
• November 6 - Last day to change from “Credit” to “Audit”
• November 6 - Last day to withdraw from semester-long courses (“W” recorded on transcript) See me prior to withdrawing from any course to understand the full consequences of this decision.
• November 9 - Priority Registration begins for Spring 2016
  o November 9 – Seniors, Graduate Students, Honors, Athletes, and Student Ambassadors
  o November 12 – Juniors
  o November 16 – Sophomores
  o November 18 – Freshmen
  o Make an appointment to meet with me prior to your scheduled date to register.
• November 22-29 – NO CLASSES/CAMPUS CLOSED – Fall Break
• November 30 – Classes resume
• December 11 – Last day of classes
• December 12-18 – Final exams
• December 19 – Commencement for Fall Graduates
• December 21 – Final Grades Due; check your final grades; can be access through 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 Accessibility Resource Center for assistance. The staff of the Accessibility Resource Center 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.
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<tr>
<th>FERPA</th>
<th>Right To Privacy Information</th>
<th>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.</th>
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<tr>
<td>Statement to Advisees</td>
<td>You need to understand that I will not make decisions for you in our advising sessions. I will provide you with the most accurate information available to me and any possible scenarios concerning your choices. We will then work together to form a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rests with you.</td>
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