Cathy Gann, Academic Advisor
Eder Hall 209D
Monday-Friday, 8:00 a.m. to 4:30 p.m.
Phone: 816-271-5621
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gann@missouriwestern.edu

- A face-to-face advising appointment usually generates the most beneficial conversation. For basic questions, email is preferred and telephone calls are welcome.
- Appointments must be scheduled at least a day in advance, but pre-registration periods require more than a week of lead time.
- Students arriving more than 10 minutes late for an advising appointment will be asked to reschedule.

Mission Statement
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 whereby students and their advisors are partners in meeting the 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.

Objectives:
- With guidance of an academic advisor, make satisfying decisions concerning degree and career goals.
- Develop an educational plan (degree plan) to achieve goals; select courses each semester to progress toward that plan.
- Know and appreciate the value of the general education requirements.
- Use campus resources and services to assist in achieving academic, personal and career goals.
- Be introduced to using Griffon GPS (degree audit system) as an academic planning tool.
- Graduate in a timely manner based on educational plans.

Expectations for Student Advisees:
- Make regular contact with the assigned academic advisor. Have a face-to-face meeting at least once per semester. Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Come to appointments prepared with questions and/or topics to discuss.
- Research academic programs, policies, procedures, and opportunities as appropriate.
• Check Missouri Western email account regularly.
• Read the Undergraduate Catalog to become familiar with Missouri Western offerings and policies.
• Seek an advisor’s help when problems first arise.
• Outline goals and steps to achieve those goals each semester.
• Work to create a degree plan for school—consider interesting courses, study away, internships, etc.
• Accept responsibility for the decisions and actions (or inactions) that affect educational progress.
• Confirm accuracy of advice or information from friends, classmates and family members.
• Keep track of grades in all classes on a regular basis.
• Provide advisor with accurate and truthful information about interests and abilities.

**Expectations for Advisors:**

• Understand and communicate degree and general education requirements.
• Provide a safe and respectful space for students to share thoughts, goals, concerns and interests.
• Provide resources and referrals.
• Listen carefully to students’ questions, concerns and confusions.
• Maintain confidentiality as possible (will not discuss academic records with parents or non-university personnel without student’s written permission).
• Assist students to make course and academic program decisions.
• Be accessible for meetings through scheduled appointments. Respond to email and phone messages within a reasonable period of time (usually within 24 hours Monday--Friday).
• Help students think through educational goals.
• Assist students in working with and developing relationships with faculty.
• Encourage student responsibility for educational plans and decisions.

**Required Text/Materials:**

• Missouri Western State University college catalog: [https://www.missouriwestern.edu/catalog/](https://www.missouriwestern.edu/catalog/)
• Advising Webpage: [https://www.missouriwestern.edu/advising/](https://www.missouriwestern.edu/advising/)

**Policies and Procedures:**

• To receive my undivided attention, please schedule an appointment by one of the following ways:
  o Call 816.271.5990, or my direct line which is 816.271.5636.
  o Online through http://cathygann.youcanbook.me/
  o Come to the front desk of Eder 209 – Student Success & Academic Advising Center and schedule an appointment.
  o If you are making an appointment for priority registration, please allow 30 minutes for that appointment.
  o If you are coming for assistance with a degree plan, please allow 60 minutes for that appointment.
  o **Please do not send me an email asking for an appointment time.**
Email: Advisors will use Missouri Western email as a primary means of communication with advisees. Students should correspond with advisors using their Missouri Western State University email account to ensure the security of their own academic record.

Cell Phones: It is inappropriate to use your cell phone in the Student Success & Academic Advisement Center. Please silence your cell phone before you come to your advising appointment.

FERPA stands for Federal Education Rights and Privacy Act. This is a law that protects the privacy of student education records. By law, I am unable to share your educational records with anyone unless you have completed a release form with contact information of the person(s) with whom you want that information shared. This release form must be on file with the Registrar’s Office in your permanent file. Please read through the information on this link if you have further questions: [https://www.missouriwestern.edu/registrar/ferpa/](https://www.missouriwestern.edu/registrar/ferpa/).

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 1 – Starting this date, make an appointment to meet with me to discuss your Spring schedule
- October 28 – Mid-term grades are due; check your mid-term grades; can be accessed through GoldLink on October 29th
- October 30 – Alternate PIN numbers for enrollment available; an appointment with me must be completed before PIN number will be given out
- 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
- 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

Suggested activities for student success:

• Get involved in a campus organization, particularly those related to major interests.
• Meet with each instructor and academic advisor within the first month of class.
• Seek assistance if encountering difficulties with adjustment to college (classes, roommate, time management, homesickness, etc.)
• Maintain a folder with academic documents: planning forms, information about majors/careers of interest, transcripts, course syllabi, financial documents, etc.
• Maintain a calendar each semester of important academic deadlines, major projects and exams.
• Schedule an appointment with the Career Coach in the Career Development Center 816-271-4292 or careercenter@missouriwestern.edu. The series of meetings you have with the Career Coach will help you learn factors influencing your career development and locate career resources you may use to develop a career action plan that reinforces your education and work experience, your anticipated career, and goals you have for life in the workforce.
• Research possible majors and take a wide variety of courses.
• Conduct informational interviews or job shadow.
• Plan summer activities and breaks to include educationally valuable employment, internships, volunteer work or study away.
• Practice good study habits: attend class regularly, sit near the front of the class, use short periods of time effectively, and study in a quiet setting.
• Ask about academic resources available for student success. Services at the Center for Academic Support (CAS in Hearnes 213) can be of great assistance.

Statement to advisees:

Please understand that I will not make decisions for you during our advising sessions. I will provide you with the most accurate information available to me, and we will work together to create 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.

Completion:

Our time working together will conclude when you choose and declare an academic major. It is important that your choice of a major be satisfying to you and that it be in keeping with your future goals. When you declare your major, you will be assigned a new advisors who will be a specialists in your new program.

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.

Adapted from K. Davis Academic Advising Syllabus, Missouri State University.