



**BGS/BTS Academic Advising Syllabus  
Missouri Western State University  
Spring 2018**

**Advisor**

**John Hewitt**

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**Advising Hours**

Western Institute 8:30 am-4:30 pm  
You must schedule an appointment at least one day in advance by emailing or by calling me at 816.271.4113.

**Text/Materials**

Missouri Western State University Undergraduate Catalog

- <http://catalog.missouriwestern.edu/>

Advising Webpage

- <http://www.missouriwestern.edu/advising>

### **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 a 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 academic progress, questions, and/or concerns with me on a regular basis. To that end, you will need to meet me for academic advising at least once prior to enrolling in Fall 2018 courses. Meeting during the advisement period is essential to the success of our advising relationship and to your success as a student

### **Important Spring 2018 dates:**

- ☺ **January 16 – Classes Begin**
- ☺ **January 16-22 – Late Registration/Add Period**
- ☺ **January 16-22 – Drop period with no transcript entry**
- ☺ **January 22 – Last day to change from “audit” to “credit”**
- ☺ **January 23-March 30 – Withdrawal period for semester long courses (“W” recorded on transcript)**
- ☺ **February 6 – Starting this date, make an appointment to meet with me to discuss your Fall 2018 classes**
- ☺ **February 9 – Last day to choose A/CR/U (Pass/Fail) Option**
- ☺ **February 26 - Priority Registration begins for Summer and/or Fall 2018**
- o **February 26 – Seniors, Graduate Students, Honors, Athletes, and Student Ambassadors**
- o **March 1 – Juniors**
- o **March 5 – Sophomores**
- o **March 7 – Freshmen**
- **Make an appointment to meet with me prior to your scheduled date to register**
- ☺ **March 1 – Deadline for Summer Graduation Application**
- ☺ **March 11-18 – Spring Break (No classes/Campus Open)**
- ☺ **March 21 – Mid-term grades are due; check your mid-term grades; can be accessed through GoldLink on March 22nd**
- ☺ **March 30 - Last day to change from “Credit” to “Audit”**
- ☺ **March 30 - 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**
- ☺ **April 23 – Students with account balances greater than \$500 will have their Fall 2018 classes administrative dropped**
- ☺ **April 27 – Last day of classes**
- ☺ **April 28-May 4 – Final exams**
- ☺ **May 5 – Commencement for Spring and Summer Graduates**
- ☺ **May 8 – Final Grades Due; check your final grades; can be accessed through GoldLink on May 9th**

## **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.

