



# ACADEMIC ADVISING SYLLABUS



University of South Alabama

Appointments: SSC Campus via Paws

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## Purpose:

Academic Advisors assist our diverse undergraduate student population with the development and implementation of comprehensive education plans consistent with established values and stated academic and career objectives. An academic advisor's purpose is to encourage students to develop as self-directed learners and decision makers. Further, an academic advisor serves as a resource to the University community and supports their work with undergraduate students. Finally, good academic advising supports the mission of the University of South Alabama through encouraging student academic success and persistence towards graduation.

For ways to further prepare for your academic advising appointments, visit:

<http://www.southalabama.edu/departments/academicssuccess/FYAC.html>

## LEARNING OUTCOMES:

### Students will demonstrate they know

- Degree requirements and course sequencing related to a chosen/ intended academic program in order to graduate in a timely manner
- Career and professional development opportunities available, as well as on-campus support for the exploration of career paths
- Established academic policies and procedures
- Campus resources and support systems that promote academic success

### Students will demonstrate they can

- Develop an academic plan and assess degree progress through graduation by using Degree Works
- Critically reflect upon stated academic and career goals
- Develop skills and strategies for academic success by utilizing institutional resources
- Take responsibility for their academic progress and success

### Students will demonstrate they value/appreciate

- The importance of academic planning and their responsibility in the process
- The importance of enhancing their undergraduate experience with co-curricular and extra-curricular opportunities
- Their responsibilities as educated citizens of South Alabama and of a diverse and global society
- The educational process and life-long learning

## STUDENT EXPECTATIONS:

1. Schedule and attend an advising appointment prior to registration eligibility date to ensure degree progression.
2. Monitor your own progress using Degree Works, and seek advice from your advisor to stay on schedule towards a four-year graduation.
3. Become an active participant in the advising appointment. Be prepared to discuss goals and academic and career plans.
4. Complete **30-36 semesters hours** of credit hours each academic year (including summer if necessary) to stay on track to graduate in four years.
5. Prepare for each advising appointment with questions and/or materials to discuss.
6. Ask questions if you do not understand an issue or have concerns.
7. Understand degree requirements of your declared major.
8. Be aware of drop/add deadlines and university requirements and policies.
9. Make and be responsible for your decisions.
10. Maintain good academic standing.
11. Follow-up on referrals and recommendations and talk to your assigned advisor about the outcome of referrals.
12. Write emails to faculty and staff that include your first and last name and J#. Maintain professionalism in your Jagmail correspondence.
13. **Silence your cell phone during advising appointments.**

## ADVISOR EXPECTATIONS

1. Advisors will be accessible to you during reasonable hours.
2. Advisors will understand the curriculum, graduation requirements, and university policies.
3. Advisors will provide accurate information.
4. Advisors will discuss and be knowledgeable of specific university, college, and departmental requirements, procedures, and deadlines.
5. Advisors will help you define and develop realistic goals, as well as discuss linkages between academic preparation and career opportunities.
6. Advisors will assist you in planning programs of study consistent with your abilities and interests.
7. Advisors will offer referrals to other services, departments, and specific individuals as special needs are identified.
8. Advisors will connect you with services and programs provided by the college and the university.
9. Advisors will respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your interests.
10. Advisors will help you assume responsibility for your academic decisions.

## APPOINTMENTS

You can schedule an appointment with an academic advisor through SSC-Campus which can be accessed through your PAWS account.

## KEY RESOURCES

-Academic Calendar	-Multicultural Student Affairs	-Career Services	-Student Activities Office
-Counseling & Testing	-Student Disability Services	-JagSuccess	-Student Academic Success Center
-University Bulletin	-Scholarship Office	-University Registrar	-Study Abroad

## IMPORTANT DATES & ACADEMIC CALENDAR

FALL SEMESTER	SPRING SEMESTER
<p><b>August:</b></p> <ul style="list-style-type: none"><li>• Attend first day of class.</li><li>• Understand drop/add dates and other deadlines</li></ul> <p><b>September – October:</b></p> <ul style="list-style-type: none"><li>• Schedule appointment with advisor to plan for Spring</li></ul> <p><b>October:</b></p> <ul style="list-style-type: none"><li>• Be aware of withdraw deadlines</li><li>• Speak with an advisor before withdrawing!</li><li>• Register for classes once eligible</li></ul> <p><b>November:</b></p> <ul style="list-style-type: none"><li>• Check in with your advisor on academic progress</li></ul> <p><b>December:</b></p> <ul style="list-style-type: none"><li>• Prepare for final exams</li></ul>	<p><b>January:</b></p> <ul style="list-style-type: none"><li>• Attend the first day of class.</li><li>• Understand drop/add dates and other deadlines</li></ul> <p><b>February – March:</b></p> <ul style="list-style-type: none"><li>• Schedule an appointment to meet with your advisor to plan Summer/Fall</li><li>• Be aware of withdraw deadlines</li><li>• Speak with an advisor before withdrawing!</li></ul> <p><b>April:</b></p> <ul style="list-style-type: none"><li>• Register for classes once eligible</li><li>• Check in with your advisor</li></ul> <p><b>May:</b></p> <ul style="list-style-type: none"><li>• Prepare for final exams</li></ul>

## IMPORTANT ADVICE FROM YOUR ADVISOR

- Go to class every day and get to know your professors.
- Maintain good academic standing each term.
- Read your JagMail regularly.
- Even if not required, meet your academic advisor each semester.
- Develop good study habits and seek academic assistance early.
- Understand the impact of dropping classes – academic and financial – meet with an advisor beforehand.
- Review your grades and Degree Works regularly.
- Graduate in four years.

*Understand that your advisor will not make decisions for you during advising sessions. The educational choices you make are yours and the responsibility of knowing and fulfilling degree requirements rests with you (Gordon, et al., 2011).*