

Academic Advising Syllabus

University Advising Center
Located on the First Floor of the Dean B. Ellis Library Suite 117
Advising Hours: 8am-5pm Monday-Friday
870-972-3001

My Advisor is _____ Contact Information _____

Mission Statement: The primary mission of the University Advising Center is to work collaboratively with the campus community to provide a quality academic advising experience for the students, faculty and staff of Arkansas State University. The center promotes the academic development of college students through an array of advising, mentoring, and instructional opportunities to assist students in identifying interests, values, needs and abilities to set attainable academic and life goals.

What is Academic Advising? Academic advising is an education process that by intention and design, facilitates student's understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004). Academic advising is a shared relationship between the student and advisor.

Student Learning Objectives: In other words, when you are finished with your first year of college, this is what we expect you to have learned from the Advising Center!

- Students should be able to interpret a course number.
- Student should know how to drop a course and define what the resulting grade (W, WN) means.
- Student should know how to employ technology for registering, degree information, checking, holds, contacting their advisor and finding campus resources.
- Students should know how to locate the GPA calculator online.
- Students should know how to prepare effectively for an advising meeting.
- Students should know the grade repeat policy at A-STATE.
- Students should know the main components for a college degree.

WHAT IS A SYLLABUS AND HOW DO I USE IT?

A syllabus is defined as an outline of a course of study. The primary purpose of a syllabus is to communicate to students what the course is about, why the course is taught, where it is going, and what will be required of the students for them to complete the course with a passing grade. The syllabus also contains information such as the instructor's contact information as well as other university policies. The syllabus is usually distributed and discussed during the first class session. An advising syllabus is very similar. It includes the information you need to understand the mission of advising, learning objectives, the timeline for advising activities and expectations. Note: It is a good idea to use the university calendar to record important deadlines and exam dates as soon as you receive your syllabi. You should also review the current bulletin for university policies.

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Time Of Year	Event	What to Do
Summer	Summer NSR	Bring AP scores, placement scores, other college credit.
August/January	Week before classes begin	Print your schedule and make sure you know where your classes are; buy your books.
	First Week of Classes	Go to every class and get a syllabus; meet with your advisor if you need to make any schedule changes.
September/February	Weeks 2-5	Make an appointment to meet with your advisor to discuss any questions you have about classes or A-STATE with your advisor.
	Weeks 6-8	<p>Fall: Take the FOCUS Test in the Counseling Center to see what major might fit you and research the major on the A-STATE website.</p> <p>Spring: Make an appointment to discuss possible majors with your advisor.</p>
Early November	Majors Fair	Attend the Majors Fair to explore the many major options at A-STATE and talk to department representatives from across campus.
Mid October & Mid-March	Midterm Grades	Meet individually with your professors to discuss your progress in the courses. Meet with you advisor to discuss your grades and any options you may have.
	Registration Appointment	<p>Meet with your advisor to discuss course options and potential major requirements. Remember, this meeting is mandatory!</p> <p>Things to consider before registering for classes:</p> <ul style="list-style-type: none"> • How many hours will I take? • What courses will allow me a good balance in workload? • What time do I want to take classes? • Do I have any holds? • Review the registration process in MyCampus.
Mid-November & Mid-April	Last day to drop a class with a W	Meet with your advisor to determine if you need to drop a course.
Mid-November & Mid-April	Registration Begins	After meeting with your advisor to discuss course options for the spring, register for classes online through Self-Service on your day to register.
December/May	Final Grades	Check your grades through Self-Service and make any necessary changes in your schedule for the upcoming semester due to the grades.