

# Advising SYLLABUS



Advisor \_\_\_\_\_

Your College or Department \_\_\_\_\_

Location \_\_\_\_\_

Phone/Email \_\_\_\_\_

## STATEMENT OF PURPOSE

This syllabus is designed to guide your understanding of the dynamic relationship you and your advisor will have as you progress through your time at Marshall University. It will also help you understand key milestones you should be reaching and can discuss with your advisor every year. Our advisors are here to help you succeed. Please refer to this document before all advising appointments and make sure you have a thorough understanding of its contents so you can make the most of your student/advisor relationship.

## MU ADVISING MISSION STATEMENT

Marshall Academic Advisors support Marshall University's mission to advance the public good through innovative, accredited educational programs. Our Academic Advisors provide a teaching and learning experience dedicated to our students' success. MU Academic Advising engages our students in a safe and judgment free environment, and encourages them to utilize a broad array of university and advising resources. Advisors support students as they seek the best possible education at Marshall University. Advisors provide accurate and timely academic resources and materials, and are a pivotal connection between students and campus. We help students to identify and pursue their academic interests and personal goals, address academic challenges, create educational and course plans, and achieve graduation.

## MU ADVISING STUDENT LEARNING OUTCOMES

*As a result of the student/advisor relationship, students will be able to:*

1. Clarify educational, career, and personal goals.
2. Contact their advisor and other campus personnel comfortably for guidance.
3. Become independent decision makers who gather information, assess alternatives, examine consequences, and accept responsibility for their actions.
4. Create realistic and achievable educational plans, including short and long-term strategies to meet those plans.
5. Understand the link between academic standing and financial aid eligibility.
6. Utilize university resources, such as academic supports and tutoring services, career and personal counseling, and experiential learning opportunities, as appropriate.
7. Locate and understand relevant information, policies, and procedures as found in the Undergraduate Catalog, Student Handbook, and Academic Calendar.
8. Utilize campus technology tools like DegreeWorks to assist in the selection of appropriate courses to meet graduation requirements.
9. Learn about unique academic opportunities, such as Service Learning, Honors Courses, Internships, Learning Communities, and campus support services.



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## ADVISING SYLLABUS

### RESPONSIBILITIES OF STUDENTS AND ADVISORS:

#### *Students will*

1. *Take ownership of your educational experience, decisions, and actions which affect your educational progress and goals*
2. *Clarify your educational, career, and personal goals*
3. *Be an active learner by participating fully in the advising experience by doing the following: 1) communicate regularly and openly with your advisor, 2) attend all scheduled advising appointments, 3) maintain contact with your advisor, 4) be open and willing to consider advisor recommendations*
4. *Complete registration tasks by required dates and respond to emails in a timely manner*
5. *Learn how to access, use, and check your MyMU email daily and respond to any actionable items using your Marshall email and account, and your student ID*
6. *Schedule and attend advising appointments as required for your major*
7. *Come to each advising appointment prepared to ask questions and discuss concerns. Bring all advising related materials to your meeting and follow through on plans of action identified during meetings*
8. *Learn about and understand the Catalog, Student Handbook, Class Syllabi, and Academic Calendar so that you know where to access important policies, procedures, dates, and deadlines (registration, drop/add, final exams, etc.)*
9. *Become familiar with and utilize campus resources*
10. *Ask questions if you do not understand an issue or have a specific concern*
11. *Use DegreeWorks, Academic Maps, and the Undergraduate Course Catalog to help you make informed decisions toward your degree requirements and course scheduling*

#### *Advisors will*

1. *Advocate for student success and empower students to complete their degree*
2. *Assist students in developing and achieving realistic academic goals by guiding students to make decisions and take ownership of their choices*
3. *Help students interpret university policies, procedures, and guidelines*
4. *Inform students of their expectations; maintain a courteous, respectful, and supportive advising environment; and will be accessible during office hours*
5. *Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)*
6. *Serve as a liaison for students with campus resources*
7. *Address your academic questions and concerns and collaborate with students to generate solutions to challenges*
8. *Respond within a timely manner upon receipt of an email from a student's Marshall email account*
9. *Communicate accurate, timely, and useful information about the curriculum, opportunities, requirements, policies, and procedures at Marshall. This will ensure understanding of the CORE I & II curriculum requirements, and the college requirements*
10. *Guide students in the selection of courses*
11. *Ensure students receive information about major specific opportunities, including internships, faculty mentor relationships, service learning, learning communities, etc.*

### STUDENT RESOURCES

Academic Calendar: <https://www.marshall.edu/academic-calendar/>

Undergraduate Catalogs: <https://www.marshall.edu/catalog/undergraduate-catalogs/>

Student Handbook: [https://www.marshall.edu/student-affairs/files/3000\\_StudentHandbook-Updated-Website.pdf](https://www.marshall.edu/student-affairs/files/3000_StudentHandbook-Updated-Website.pdf)

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## ADVISING SYLLABUS

### ADVISING HOW AND WHEN

Your advisor will contact you via email when it is time to make a course scheduling advising appointment. The email will contain instructions on how and when to schedule your appointment with them. You should have an appointment with your advisor at least once per semester. You can have more than one, but your goal should be to have at least one. At your appointment you should come prepared to discuss your current classes, classes for your upcoming semester, campus resources, and any other questions you have.

You can contact your advisor any time for the following reasons:

- Questions about your classes or schedule
- Questions about graduation requirements
- Questions about pre-requisites
- Questions about campus resources
- Questions about other majors in your college or other colleges
- Feeling confused about being prepared for next semester or finals
- Withdrawing from classes
- If you do not know where to go on campus with any class or personal issue you are having

**Remember-** When you are emailing your advisor, you should do so from your Marshall account and it should include your name, MUID, and reason for your appointment. Your advisor will reply to you on the same email account as soon as possible.

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin or sexual orientation. This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement, accommodations, financial assistance programs and other services. Marshall University also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin or sexual orientation. Further, the university is committed to the ideals of inclusion for students, faculty and staff and whenever appropriate, will take affirmative steps to enhance diversity.



**Marshall University**

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