



# advising syllabus

## OFFICE INFORMATION

### Your Academic Advisor

Name

Office

Contact Information

### Academic Resources

**LEAD:** [lead.mst.edu](http://lead.mst.edu)

**Math Help:**

[math.mst.edu/students/mlc/](http://math.mst.edu/students/mlc/)

**Writing Center:** [writingcenter.mst.edu](http://writingcenter.mst.edu)

**Academic Alert System:**

[advising.mst.edu/alertsystems/  
acadalert/](http://advising.mst.edu/alertsystems/acadalert/)

**LASSI:** online learning and study skills  
assessment (ask advisor)

### Definition of Academic Advising

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.

### Learning Outcomes for Academic Advising

- Students will demonstrate their ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan
- Students will demonstrate an understanding of the value of the general education requirements
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will demonstrate an understanding of academic policies and regulations.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.

### Campus Resources

**Registrar:** 103 Parker Hall. (573) 341-4181. [registrar.mst.edu](http://registrar.mst.edu)

**Financial Aid:** G-1 Parker Hall. (573) 341-4282. [sfa.mst.edu](http://sfa.mst.edu)

**Counseling Services:** 204 Norwood Hall. (573) 341-4211. [counseling.mst.edu](http://counseling.mst.edu)

**Student Disability Services:** 203 Norwood Hall. (573) 341-6655. [dss.mst.edu](http://dss.mst.edu)

**Career Opportunities & Employer Relations:** 3rd Floor Norwood Hall. (573) 341-4343. [career.mst.edu](http://career.mst.edu)

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## Academic Advising Handbook

<http://advising.mst.edu/handbook/home.html>

### Joe'SS (access from the S&T home page)

- Course history
- Online payment options
- Payment history
- Billing statements
- Financial aid information
- Registration schedule
- transcripts

### Degree Audit

<http://registrar.mst.edu/index.html>

Run a degree audit to see how the courses you have completed fit into the degree program. You can check this with your current major or choose any alternative major for a comparison.

### Advisee Responsibilities: What you are expected to do

- Schedule regular appointments with your advisor
- Come prepared to each appointment with questions or material to discuss
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a concern
- Keep a personal record of your progress toward your goals
- Complete all assignments or recommendations by your advisor
- Provide your advisor with accurate information on your academic progress or any problems that you may be having
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for your decisions.

### Advisor Responsibilities: What you can expect

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Be knowledgeable about campus resources and refer as necessary
- Monitor and accurately document students' progress toward goals
- Assist students in understanding the purposes and goals of higher education and its effect on their lives and personal goals
- Be accessible to advisees via office hours and email
- Assist students in decision-making skills and assuming responsibility for their education
- Maintain confidentiality

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## Information for Students on Academic Deficiency

**This is YOUR education,  
take ownership!**

## Requirements for Students on Academic Deficiency

- **On-Track:**
  - Attend all required seminars and meet regularly with your mentor
  - Register online at [advising.mst.edu/ontrack/register/](http://advising.mst.edu/ontrack/register/)
- **Academic Plan:**
  - Work with your advisor on a plan to return to good standing.
  - Complete the Academic Recovery Plan spreadsheet
  - Keep your plan realistic and follow through
- **Academic Contract:**
  - Commit to utilizing resources for success

## Academic Standing

Students are given an academic standing at the end of each semester. For most students that standing is "Good Standing" meaning they have achieved a semester and cumulative GPA of 2.0 or above. Students who do not meet those requirements may go on probation or deficiency as explained by the Registrar's Office below:

**Probation-Scholastic:** A student is placed on scholastic probation if his/her current semester or cumulative GPA is less than 2.000. If the cumulative GPA is less than 2.000 and the current semester GPA is above 2.200, the student will not be placed on probation. A student on probation is restricted to 13 credit hours and may not hold office in any organization.

**Deficiency-Scholastic:** A student is considered to be scholastically deficient if he/she has two or more semesters of scholastic probation. Also, he/she is immediately considered scholastically deficient at the end of any semester in which he/she has one or more "U" or "F" grade and no grade higher than a "D". The student's records will be referred to his/her academic department for a decision on continued enrollment at Missouri S&T, with the results forwarded to the student by the Office of the Registrar. Students can appeal denied enrollment by the department to the provost. Students that have preregistered and paid fees will be allowed to keep their schedule, with appropriate modifications, if readmitted to the University.

## Recommendations for Students on Deficiency

- Meet with your advisor regularly to discuss your academic progress and any hurdles that are being encountered.
- Repeat failed courses or courses in which at least a C is required but has not been earned.
- Do a grade replacement (up to 15 credit hours) for courses that have been repeated successfully.
- Follow through on all referrals and report back to your advisor. Complete the tasks assigned to you by your advisor.
- Assess your progress throughout the semester and make appropriate decisions in a timely manner.

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Page

THIS PAGE IS OPTIONAL  
AND CAN INCLUDE DE-  
PARTMENTAL INFOR-  
MATION

OPTIONAL DEPARTMENTAL INFORMATION

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