

Dixie State University (DSU) Academic Advisement Syllabus

Academic Advisement Center

Holland Centennial Commons building (first floor)

Phone: 435-652-7690

E-mail: advisement@dixie.edu

Website: advisement.dixie.edu

Office hours: Monday – Friday, 8 a.m. to 5 p.m.

Find your academic advisor: <http://advisement.dixie.edu/advisors/>

Learning objectives

As a result of academic advising, students will be able to accomplish the following:

- Select and register for courses each semester
- Understand degree requirements and create a personalized degree plan
- Understand the requirements for the graduation application process
- Use campus resources
- Know how to find relevant policies and procedures
- Make a timely and informed pursuit of an academic major

What is academic advising?

Ideally, the academic advising relationship is one that entails mutual responsibility on the part of the advisor and on the part of the student. It is a relationship that will assist students with various aspects of their university experience starting with freshman orientation, continuing with career/major exploration, and culminating in graduation. **At DSU, you meet with the advisor(s) assigned to your degree program. If you are undeclared (undecided on your major), you will meet with an advisor in the Academic Advisement Center.**

How can your advisor help you?

Your advisor can assist you in many ways including the following:

- Selecting your course schedule
- Choosing a major
- Mapping out your educational plan
- Referring you to helpful university services
- Applying for graduation

When should you meet with your advisor?

Meeting with your advisor regularly will reduce the risk of you taking unnecessary courses or otherwise straying from your desired educational plan. **Ideally, you will meet with your advisor at least once per semester, a few weeks before registration begins for the next semester.** Of course, we encourage you to meet with your advisor more often should you need help choosing a major or meet with issues that you do not know how to solve. Finally, make sure to meet with an advisor the semester before you plan to finish your degree requirements.

What can you expect when you meet with your advisor?

Your academic advisor will...

- Attempt to understand your college and life responsibilities and assist you in balancing them
- Assist you in choosing a major by providing intentional processes that will help you clarify your values, educational goals, and life goals.
- Provide you with accurate, up-to-date information regarding the requirements of the degree you plan to pursue
- Assist you in selecting courses
- Orient you to university policies and procedures pertinent to your issues/concerns
- Challenge you to develop strong decision-making and self-advocacy skills
- Promote self-directed learning
- Refer you to the appropriate campus resources when necessary
- Educate you about online advisement resources
- Attempt to create a rapport with you based on open communication and mutual respect

Your academic advisor will not...

- Make your decisions for you
- Register you for courses or make changes to your schedule (although we will be happy to teach you how to do these things online)
- Approach professors or administrators on your behalf to resolve an issue
- Speak to anyone (including parents/guardians) about your records (e.g. grades, academic progress, etc.) unless you provide written authorizations that allows us to share this information

What will your advisor expect from you?

Because the advisement relationship is a mutual endeavor, you will need to be prepared to do the following to get the most out of your meetings:

- Know who your advisor is and keep in touch with him/her
- Initiate advisement appointments and seek campus mentors to assist you in navigating through your higher education experience
- Come on time and prepared to each advisement appointment with questions
- Openly share information about your career and educational goals, your responsibilities outside of college, and your particular skills and challenges
- Take a proactive approach in investigating and choosing a major with guidance from your advisor if necessary
- Do all that you can to be academically successful including approaching professors periodically to go over progress and seeking assistance
- Be knowledgeable about your progress toward graduation; review your transcripts for accuracy and apply for graduation in a timely manner