ACADEMIC ADVISING SYLLABUS
1375 Academic Services Center
Appointments: 251-341-4017

MISSION
The mission of the First Year Advising Center is to guide our diverse undergraduate population in developing and implementing sound educational plans consistent with our students’ stated values and academic and career goals. Our purpose is to encourage students to become self-directed learners and decision-makers and to help facilitate their transition into their academic programs. Further, we serve as a resource to academic advisors and faculty in the Colleges and support their work with undergraduate students. Finally, our efforts support the University of South Alabama’s broader mission, specifically by encouraging student persistence towards graduation.

For ways to further prepare for your academic advising appointments, visit:
http://www.southalabama.edu/departments/academicsuccess/FYAC.html

LEARNING OUTCOMES

Students will demonstrate they know
- Curricular requirements, progression standards, and course sequencing related to a chosen/intended academic program in order to graduate in a timely fashion
- The career and professional development opportunities available as well as on-campus support for identification and exploration of career paths
- Academic policies and procedures
- Campus resources and support systems that promote academic success
- What it means to be a part of their chosen discipline, as well as how it differs from and relates to other disciplines
- The impact that their chosen field of study will have on their relationships within their family of origin.

Students will demonstrate they can
- Develop an academic plan and assess degree progress through graduation
- Critically reflect upon academic and career goals
- Critically reflect on academic skills, and take responsibility for making decisions regarding their academic success
- Develop skills and strategies for academic success that include accessing and using institutional resources, policies, and procedures
- Maintain a balance between their academic and personal pursuits, including health and wellness
- Develop meaningful relationships with their peers, faculty members, and others within their chosen field of study in collaboration towards their academic and personal goals

Students will demonstrate they value/appreciate
- The importance of enhancing their degree with co-curricular/extracurricular and inter/intracultural experiences
- Their responsibilities as educated citizens of South Alabama and of a democratic, diverse, and global society
- The educational process and learning across the lifespan
- Their personal development and role in the community of South Alabama, Mobile, and beyond

STUDENT EXPECTATIONS
1. You should schedule and attend your first year advising appointment prior to your registration eligibility date.
2. You must monitor your own progress, and seek advice from your advisor, so that you stay on schedule toward a four-year graduation.
3. You should take an active role in your advising session by being prepared to discuss your goals and plans.
4. You should complete 30-36 semesters hours of credit hours each year so you on track to graduate in four years.
5. You need to be prepared for each appointment with questions and/or material for discussion.
6. You must ask questions if you do not understand an issue or have a specific concern.
7. You should understand degree requirements of colleges and majors you are considering.
8. You should be aware of drop/add deadlines and additional university requirements.
9. You must make and be responsible for your own decisions.
10. You should maintain good academic standing as determined by the department and college offering your major.
11. **You should silence your cell phone prior to advising appointments.**
12. You should follow-up on referrals and inform your assigned advisor of the outcome of referrals.
13. Your JagMail account is for professional correspondence, so be sure to include your first and last name.
FYAC ADVISOR EXPECTATIONS

1. Your advisor will be accessible to you during reasonable hours.
2. Your advisor will understand the curriculum, graduation requirements, and university policies.
3. Your advisor will provide accurate information.
4. Your advisor will discuss specific university, college, and departmental requirements, procedures, and deadlines.
5. Your advisor will help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
6. Your advisor will assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests.
7. Your advisor will refer you to other services, departments, and specific individuals as special needs are identified.
8. Your advisor will help you identify special needs and acquaint you with services and programs provided by the college and the university.
9. Your advisor will encourage you to seek co-curricular experiences that will enhance your individual learning experience and allow you to become part of the community of South Alabama and larger community of Mobile.
10. Your advisor will encourage you to develop relationships with your peers and faculty members in your chosen field.
11. Your advisor will respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests.
12. Your advisor will help you assume responsibility for your decisions and actions.

APPOINTMENTS

To schedule an appointment with an academic advisor in our office, please call 251-341-4017 or e-mail FYAC@southalabama.edu.

RESOURCES

- Academic Calendar
- Bulletin
- Career Services
- Counseling & Testing
- JagSuccess
- Multicultural Student Affairs
- Satisfactory Academic Progress
- Student Activities Office
- Student Disability Services
- Student Success Center

IMPORTANT DATES & ACADEMIC CALENDAR

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<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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<tr>
<td>August:</td>
<td>January:</td>
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<tr>
<td>• Be aware of drop/add dates and other deadlines</td>
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<tr>
<td>September – October:</td>
<td>February – March:</td>
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<tr>
<td>• Schedule appointment with advisor to plan for</td>
<td>• Schedule an appointment to meet with your advisor</td>
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<tr>
<td>Spring</td>
<td>to plan Summer/Fall</td>
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<td>October – November:</td>
<td>March – April:</td>
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<tr>
<td>• Register for classes once eligible</td>
<td>• Register for classes once eligible</td>
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<tr>
<td>• Check in with your advisor</td>
<td>• Check in with your advisor</td>
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<tr>
<td>December:</td>
<td>May:</td>
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<tr>
<td>• Final exams</td>
<td>• Final exams</td>
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ADVICE FROM YOUR ADVISOR

- Go to class every day and get to know your professors.
- Meet with your academic advisor each semester.
- Read your JagMail regularly. This is how the university communicates with you.
- Balance school with the rest of your life. Plan enough study time to do well in your classes.
- Have good study habits and get academic assistance early.
- Understand the impact of dropping classes – academic and financial.
- Review your grades and Degree Works on PAWS at the end of each term
- Make a plan for graduation early. You can graduate in four years.

Note: Please understand that your advisor will not make decisions for you during our advising sessions. Your advisor will provide you with the most accurate information available to them, and you will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility of knowing and fulfilling degree requirements rests with you (Gordon, et al., 2011).