Academic Advising Syllabus

Location: Suite 1380, 111 Student Services Drive, Mobile, AL 36688

Email: aats@southalabama.edu

Appointment Types: Zoom or In-Person

Office Hours: 8:00 a.m.-5:00 p.m.

Telephone: (251) 341-4017

Website: https://www.southalabama.edu/departments/academicadvising/

AATS Mission Statement

The mission of Academic Advising & Transfer Services 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. Our efforts support the University of South Alabama’s broader mission, specifically by encouraging student persistence towards graduation.

Student/Advisor Relationship

<table>
<thead>
<tr>
<th>Advisor Expectations</th>
<th>Student Expectations</th>
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<tbody>
<tr>
<td>Advisors will be familiar with the course requirements, graduation standards, and university policies</td>
<td>To assure degree progression, schedule and show up for advising appointments each semester</td>
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<tr>
<td>Maintain a climate that is kind, respectful, and encouraging</td>
<td>Demonstrate respect for others and self</td>
</tr>
<tr>
<td>Work together with students to come up with answers to problems</td>
<td>Adhere to deadlines and communicate with your advisor</td>
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<tr>
<td>Act as a student’s point of contact with faculty, staff, and resources on campus</td>
<td>Be informed of the university’s criteria and procedures as well as the drop/add dates</td>
</tr>
<tr>
<td>Advisors will help you create academic plans that fit your skills and preferences</td>
<td>Recognize the requirements for the degree in your declared major</td>
</tr>
<tr>
<td>Abide by guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)</td>
<td>Make use of university resources (such as your advisor), systems, and planning tools</td>
</tr>
<tr>
<td>Advisors will assist you in taking ownership of your academic choices</td>
<td>Regularly check your Jagmail account, keep an eye on your inbox, and take appropriate action as needed</td>
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Communicating with Advisors
Our advisors are available by phone, appointment and email. If corresponding by email, please allow one (1) business day for reply during peak registration time. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays and vacations. Send emails from your Jagmail account with your name and Jag number included. Below is a sample email:

From: gcarnigan@jagmail.southalabama.edu

Subject: Question About Registration

Hi (Insert Advisors Preferred Name)

I hope you are doing well today. I wanted to know if the chemistry course I registered for is adequate for my degree?

Thank you for your help and I look forward to hearing back from you!

Respectfully,

Greggory Carnigan

J009567854

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**Student Learning Outcomes**

- Students will demonstrate effective decision-making regarding their career and degree goals.
- To progress toward achieving their educational goals, students will create an educational plan and choose courses each semester.
- A student will demonstrate an understanding of the value of General Education requirements.
- Students will recognize the importance of co-curricular and extra-curricular activities on enhancing their undergraduate experiences.
- Through the use of institutional resources students will develop skills and strategies that will help them exceed academically.
- Students will understand their responsibility to utilize the campus resources and services to achieve their academic, personal, and career goals.

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**Advising Appointment Guideline**
Before

• Identify the type of advising appointment you need
• Prepare your questions in advance
• Keep track of all university and college deadlines

During

• Arrive on time and check in at the front desk
• Communicate your progress with your advisor
• Describe your goals and interests so we can better understand you
• Don’t forget to put your cell phone on silent and ask questions!

After

• Make a note of the information you learned in your advising session
• Follow up (paperwork, appointments, etc.) as necessary
• Ask about campus resources and send follow-up questions via email

Key Resources

<table>
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<tr>
<th>Academic Calendar</th>
<th>Pathway</th>
<th>Study Abroad</th>
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<tbody>
<tr>
<td>Career Services</td>
<td>Scholarship Office</td>
<td>Center for Educational Accessibility &amp; Disability Resources</td>
</tr>
<tr>
<td>Counseling &amp; Testing</td>
<td>Student Academic Success Center</td>
<td>University Bulletin</td>
</tr>
<tr>
<td>Multicultural Student Affairs</td>
<td>Student Activities Office</td>
<td>University Registrar</td>
</tr>
<tr>
<td>USA One Stop</td>
<td>Financial Aid Office</td>
<td>South Cares</td>
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For questions, email Academic Advising and Transfer Services at aats@southalabama.edu or your advisor.