

ADVISING SYLLABUS



@ SOUTHEAST MISSOURI STATE UNIVERSITY

MY ACADEMIC ADVISOR

Name:

Office:

Phone:

Email:

Advising Centers Contact Info

www.semo.edu/advising

Students may contact an advising center during breaks, when faculty aren't available.

Use people search on www.semo.edu to find complete contact info.

Academic Advising Mission Statement

Southeast Missouri State University recognizes that academic advising is a shared responsibility between the student and their advisor. As an institution, we are committed to providing a supportive atmosphere that promotes the educational, career and professional development of the student while helping them to understand options, determine resources and identify alternatives.

Academic Advisor Responsibilities:

- Listen to the needs of students and assist them in meeting their academic goals.
- Be accessible to advisees via appointment, phone and email.
- Provide accurate and consistent information about curriculum including recent changes that may impact students.
- Be able to clarify University and program specific requirements, policies and procedures.
- Educate students on how to use key technologies and where to access information.
- Help students to identify campus resources and make referrals as appropriate.
- Participate in professional development opportunities to become a better advisor.

Student Responsibilities:

- Demonstrate understanding of degree program requirements and the ability to select courses each semester to progress toward fulfillment of their individualized academic plan.
- Engage in academic and career planning taking personal responsibility for decision making related to their academic success
- Schedule an advising appointment in a timely manner, meet with their advisor at least once each semester, and prepare for appointment by: 1) Reviewing Degree Works audit 2) Considering course options 3) Developing questions for their advisor.
- Understand University and program specific academic policies and procedures
- Know how to use key technologies and where to access information.
- Be aware of campus resources and support systems that promote academic success.

ADVISING/ENROLLMENT SCHEDULE

Fall semester—for spring enrollment

Early October—Make advising appointment

Early November—Priority enrollment begins

Spring semester—for fall enrollment

Early March—Make advising appointment

Early April—Priority enrollment begins

Summer semester**

Mid-February—Priority enrollment begins

**Advising for summer and fall may be done in the same advising appointment.

IMPORTANT DATES INFO

Drop Dates & Academic Calendar

semo.edu/registrar/academic_calendar.htm

Refund Schedule

semo.edu/sfs/refunds

Midterm Grades

semo.edu/registrar/academic_calendar.htm

First Year Learning Outcomes for Academic Advising

1. Know how to contact their academic advisor by appointment, email and/or telephone.
2. Make progress toward clarifying or confirming a major.
3. Be able to locate and use the Academic Calendar and University Bulletin to gain a general understanding of academic policies and procedures.
4. Using DegreeWorks and the Student Portal, be able to select and enroll in courses each semester that demonstrate knowledge of degree program and University Studies requirements.
5. Demonstrate knowledge of campus resources designed to support academic success and know how to access them.

DEGREEWORKS AUDIT

Access your DegreeWorks by:

1. Logging into your MySoutheast portal at portal.semo.edu
2. Clicking on the “Student SS” tab
3. Scrolling down to the “Degree Works” channel with the “DegreeWorks Student” link

Your personalized degree audit tracks progress toward completing your degree. You can choose the “What-If” option to compare other majors.

IMPORTANT RESOURCES

Academic Support

Learning Assistance Programs

(573) 651-2273

Mathematics Learning Center

(573) 651-2164

Student Support Services

(573) 651-2512

Center for Writing Excellence

(573) 651-2460

Academic Planning Tools

Undergraduate Bulletin

semo.edu/bulletin/

University Studies Handbook

semo.edu/ustudies/handbook/

DegreeWorks degree audit &

Unofficial Transcript (available in your portal)

Campus Resources

Campus Health Clinic (573) 651-2270

Counseling & Disability Services

(573) 986-6191

Career Services

Questioning your major?
Wondering about career options?
Looking for a part-time job?
Need resume assistance?

(573) 651-2583 or Academic 057

careerservices@semo.edu

semo.edu/careers

STUDENT SS PORTAL TAB

Account Summary
Registration Tools
Academic Profile
Student Grades
Financial Aid Awards
Residence Life

FAQs FREQUENTLY ASKED QUESTIONS

Q: How do I register for classes?

A: Enrolling on the Web:

1. <http://portal.semo.edu>
2. Sign in to portal using SE Key
3. Choose Student SS Tab
4. Choose Add or Drop Classes
5. Select Term from drop down box
6. Enter Alternate PIN-_____ (Obtain from Advisor)



Once in the enrollment/registration screen, **enter CRNs** or select **Class Search** to find desired courses (Course Search by subject or Advanced Search to define search)

Q: How do I know what my registration date is?

A: If you are not sure about your priority registration date, you can check the dates online at: www.semo.edu/registrar/priority.htm

Q: How do I determine what my GPA will be?

A: Visit: <http://cstl-csm.semo.edu/ltansil/script/gpa/predict.htm>

Q: How do I calculate my semester GPA?

A: Visit: <http://cstl-csm.semo.edu/ltansil/script/gpa/calc.htm>

Q: Where do I go to declare a new major or minor?

A: Typically you can visit the **department office** or the **advising center** in which the major is housed.

Q: What are Eight-Week Mid-Term Grades?

A: Your professors will be asked to submit your grades during the eighth week of the Fall and Spring semesters.

- You can access your grades on My Southeast after the eighth week.
- If you earned D's, F's, or X's, you will receive a letter from the Dean of Students. You should take the following necessary steps to help ensure your success in the course:
 - Speak with your instructor and advisor
 - Attend Learning Assistance Program Workshops
 - Get a tutor
 - Take advantage of other helpful campus resources

For Additional Information visit our website! www.semo.edu/advising