

Academic Advising Syllabus

University of Minnesota, Morris (Update 8/29/09)

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Office Hours:

MW: 2:15pm to 3:15pm

Tues: 11:00am to noon

Also available by appointment

UMM ADVISING:

UMM is committed to developmental academic advising. Caring interaction and good communication is encouraged between students, faculty and staff. Advising is broadly defined to include activities and interaction between faculty and students that will:

- help students clarify educational goals
- inform them of the range and scope of experiences available to them
- help assess strengths, weaknesses and exploration of how decisions affect personal and occupational goals

EXPECTATIONS OF STUDENTS:

Your adviser expects you to:

- Meet with them at least once each semester
- Check your UMM email and post office box daily
- Learn to read your APAS
- Promptly inform them of changes to your major and any concerns about your program
- Being aware of the requirements for both graduation and your major(s)
- Make and be responsible for your own decisions
- Observe the following deadlines:
 - Cancel or A/F-S/N change
 - Withdraw (W on transcript)
- Know the requirements for staying in good standing
- Attend Advising Events
- Know about [FERPA - Student Records Privacy](#)
- Come to advising meeting with a preliminary plan for registration
- You should think about future semesters. This is important in case you need to do things later on like go on a study abroad.

EXPECTATIONS OF ADVISERS:

You can expect your adviser to:

- Help you clarify your educational goals.
- Inform you of the range and scope of experiences available to you
- Help you assess your strengths and weaknesses, and help you explore the ramifications of your decisions for your future occupational goal.
- Familiarize you with policies and regulations which might influence your program.
- Communicate to you what decisions you will have to make at what stages of your academic career. You need to understand how today's decisions may limit possible alternatives later on.

- Initiate a continuing evaluation of the adviser-advisee relationship. As you develop more clearly defined educational and occupational goals, you may change advisers, perhaps several times. Thus you and your adviser must assess the extent to which the advising relationship is meeting your needs and goals.

KEY CONSIDERATIONS FOR ACADEMIC SUCCESS:

- Go to class everyday. Get to know your professors.
- 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 if needed.
- Understand the impact of dropping classes-academically and financially.
- Make a plan for graduation early. You can graduate in four years!

RECOMMENDED ADVISING RESOURCES TO REVIEW:

- APAS
- Advising Website at <http://www.morris.umn.edu/academic/advising/>
- Academic Alert system at <http://www.mrs.umn.edu/scholastic/AcademicAlert/>
- Graduation Planner at <https://onestop2.umn.edu/gradplanner/home.jsp>

ADDITIONAL RESOURCES RECOMMENDED TO YOU:

- Student Counseling
- Academic Assistance Center
- Math help room, Writing room

OTHER COMMENTS

1. MY VIEW ON ADVISING IS THAT THIS IS YOUR EDUCATIONAL EXPERIENCE AND I AM SERVING AS A GUIDE. I WILL DO EVERYTHING I CAN TO HELP YOU ALONG YOUR EDUCATIONAL JOURNEY, BUT ULTIMATELY YOU NEED TO MAKE DECISIONS FOR YOURSELF ABOUT WHICH DIRECTION YOUR EDUCATION NEEDS TO HEAD TOWARD. WITH THAT IDEA IN MIND, I WILL GENERALLY OFFER ADVICE TO YOU, BUT NOT MANDATE HOW YOU PROCEED IN YOUR EDUCATION. (I SHOULD NOTE THE USE OF THE WORD "GENERAL" IN THE PROCEEDING SENTENCE. UNDER CERTAIN CIRCUMSTANCES, I MAY NEED TO BE MORE DIRECTIVE IN TERMS OF ADVISING, BUT AGAIN THIS WILL ONLY BE DONE WHEN ABSOLUTELY NECESSARY.)

2. I DON'T KNOW EVERYTHING ABOUT ALL PROGRAMS, SO DON'T BE SURPRISED WHEN I HAVE TO REFER YOU TO SOMEONE ELSE OR GET BACK TO YOU WITH AN ANSWER.

ADVISING CALENDAR

This is a suggested advising timeline. At a minimum, advisers should meet with advisees at these times and may schedule additional meetings as they are needed.

<p>August</p> <ul style="list-style-type: none"> - meet with your new adviser at the scheduled session during Orientation. 	<p>September</p> <ul style="list-style-type: none"> - returning students use this time to reconnect with your adviser - let your adviser know how your classes are going - be aware of drop/add dates and other deadlines
<p>October-November</p> <ul style="list-style-type: none"> - meet with your adviser to plan for spring semester. - meet with your adviser if you receive academic alerts - Seniors are should complete the on-line graduation application and advising survey. - register during your assigned registration time 	<p>January</p> <ul style="list-style-type: none"> - Welcome back for spring semester. - contact your adviser if you have questions or concerns about your fall semester grades or if you need to change your class schedule.
<p>March</p> <ul style="list-style-type: none"> - meet with your adviser for annual planning - you will review your academic goals and make a plan for the coming year; - first or second year students with fewer than 60 credits must meet with their adviser before registration 	<p>April-May</p> <ul style="list-style-type: none"> - Seniors need to complete the advising survey if you have not done so - returning student s should register for fall semester before leaving campus in May.

- register during your assigned registration time

Center for Advising and Learning

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