

SYLLABUS for ACADEMIC ADVISING – SPRING & SUMMER 2009
Student Services Center
College of Business Administration

We want you to think of our center as the “Student Success Center”.

There are over 3,000 students served by our Center, and we strive to offer the best services possible. However, YOU are ultimately responsible for getting advised and registered on time. Getting advised and registered late means you must face the outcome – not being able to get the classes you want and need, resulting in delaying your progress at GSU and facing late advisement penalties. Also, please remember that we reserve the right to remove you from any unauthorized classes.

Important Dates:

- **October 6 - Advisement for Spring & Summer 2009 officially begins –Get advised early!**
- **October 27 - Registration begins on WINGS – Register on time!**
- **November 21- Advisement ends! After this date, students must wait until the FIRST WEEK OF THE NEXT SEMESTER to get advised. You will most likely miss the first day of classes and class availability will be minimal. Don’t let this happen to you!**

How to get advised! Check WINGS for your advisor’s name. Faculty advisors have sign-up sheets and/or their office hours on their doors for scheduling appointments. Make an appointment EARLY for advisement! Develop a preliminary course schedule BEFORE your advisement appointment. You must meet with your faculty advisor each semester to discuss your academic progress.*

Procedures for locating your advisor’s name:

- Log into WINGS
 - Student Services + Financial Aid
 - Student Records
 - View Student Information and Assigned Advisor
 - Select Term
- (Primary Advisor will be displayed approximately half way down the page)

“Good advising is one of the key conditions that promotes retention for it reflects an institution’s commitment to the education of students” (Tinto, 1999, Fall NACADA Journal).

*Faculty advisement requires you to check out your student folder for assistance. Simply bring your EAGLE ID to COBA Student Services, room 1100, to obtain your folder and registration forms. After advisement, return your student folder, signed registration forms, and retrieve your EAGLE ID and RAN. Remember, NO EAGLE ID, NO FOLDER, NO RAN, And NO EXCEPTIONS!

Web sites designed to help YOU:

<http://coba.georgiasouthern.edu/services/advise/index.htm>

<http://academics.georgiasouthern.edu/fye/academics.htm>

Academic Advising Definition:

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters intellectual and personal development toward academic success and lifelong learning.

Advisor Responsibilities:

Understand and effectively communicate the curriculum, graduation requirements, college policies and procedures

Encourage and guide students as they define and develop realistic goals

Encourage and support students as they gain the skills to develop clear and attainable educational plans

Provide students with information about strategies for utilizing the available resources and services on campus

Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals

Monitor and accurately document students' progress toward meeting their goals

Be accessible for meeting with advisees

Maintain confidentiality

Advisee (this means YOU) Responsibilities:

Schedule regular appointments with your advisor and keep them

Come prepared to each appointment with questions or materials for discussion

Be an active learner by asking questions and taking notes during your session

Keep personal records of your progress toward meeting your degree goals

Organize and maintain official documents (registration forms, RAN cards, etc)

Complete all assignments or recommendations from your advisor

Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities

Become knowledgeable about your program of study and university catalog

Register for your classes on time!

**AN IMPORTANT REMINDER –
ALL STUDENTS MUST CLEAR FOR GRADUATION AT LEAST THREE
SEMESTERS PRIOR TO EXPECTED GRADUATION DATE**