

Academic Advising Syllabus

Mission Statement:

The primary purpose of academic advising at FHSU is to assist students in the development of meaningful educational plans that will be compatible with career aspirations and contribute to the process of preparing for a life of change, challenge, and individual fulfillment.

At FHSU, academic advising is based on a system of shared responsibility between student and advisor, and a process of continuous improvement, clarification, and evaluation with the aim of furthering institutional advising goals and desired student outcomes.



Academic and Career Advising Goals:

Academic advisors work with students to achieve the following goals:

- To help students clarify individual values, career goals, and the challenges of life in the 21st century.
- To develop suitable educational plans and programs of study for each student.
- To help students select appropriate courses and other educational opportunities.
- To help students review and evaluate progress toward established educational goals and completion of requirements within individual programs of study.
- To develop student awareness and understanding that decision-making in, the advising process and life, is based on a system of shared responsibility.
- To encourage students to utilize university support services and related resources as needed (Academic Success, Health and Wellness Services, Career Development, etc.).
- To clarify and improve the student's knowledge of career options and potential for career change in the workplace of the 21st century.
- To address the individualized academic advising needs of a diverse student population.



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Academic Advisor Responsibilities:

- Communicate and provide clarification on university policies, regulations, programs, and procedures.
- Communicate and maintain regular office hours to be adequately available to meet with you throughout the academic term.
- Assist you in the development of your academic plan that satisfies degree requirements and achieves your educational goals, advise on academic issues and concerns, and offer advice on course selection.
- Be a responsive listener to appropriate referrals to support services when needed.
- Discuss your academic performance and the implications of your performance for the undergraduate programs, graduate programs, and professional programs you wish to pursue.
- Help you to explore your interests, abilities, and goals and to relate them to academic majors.
- Be knowledgeable about career opportunities and refer to your faculty mentor and Career Development.

NOTE: Academic advisors can help you understand your options and avoid mistakes if you take the initiative to seek their advice.

Advisee Responsibilities:

- **FHSU Mail** is the official e-mail account issued to Fort Hays State University Students. Check it regularly.
- Proactively schedule and attend academic advising appointments.
- Maintain a professional relationship with your academic advisor by arriving on time for meetings, preparing questions/concerns you wish to discuss, review academic records prior to registration meetings and rescheduling appointments as needed.
- Ensure academic records are accurate and complete. Provide official transcripts to the university in a timely manner.
- Take responsibility for your academic success by utilizing the services/tools and observing academic deadlines.
- Regularly review and update contact information in Workday and read university e-mail and take appropriate action.
- Follow university procedures to prepare and plan for registration each academic term.
- Complete the FHSU Student Evaluation of Academic Advising each semester.
- Ask questions to ensure understanding of university policies, procedures, academic performance standards, and requirements!
- Be familiar with the academic requirements and prerequisites of your program(s) and register for courses each semester in accordance with those requirements and the recommendation of your advisor.
- Keep advisor informed about changes in academic progress, course selection, and academic/career goals as well as circumstances impacting your ability to perform academically.



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