

## STUDENT RESPONSIBILITIES

1. Schedule at least one advising appointment (in-person, telephone, email or web access) before priority enrollment and maintain regular contact with your advisor each semester.
2. Be prepared for each advising appointment with questions and material for discussion, including Degree Works, enrollment status, plans of study and enrollment holds, and participate fully in the advising experience.
3. Communicate your goals, aspirations, interests and abilities to your advisor.
4. Become knowledgeable about college programs, policies and procedures and accept responsibility for your decisions.
5. Educate yourself about your program's graduation requirements and apply for graduation the semester before graduation.

## ADVISOR RESPONSIBILITIES

1. Understand degree requirements and effectively communicate them to assist advisees in achieving their educational goals (course selections and major decisions).
2. Provide a safe, respectful place for advisees to share their thoughts, aspirations, concerns, and interests while also maintaining confidentiality pursuant to FERPA.
3. Listen carefully to advisees' questions or concerns and provide resources and referrals to appropriate support offices.
4. Initiate regular contact with advisees each semester and be accessible for meetings through office hours, telephone, email, or web access.
5. Protect and maintain the integrity of the institution's degrees by enforcing all University and departmental policies and procedures.



MISSOURI SOUTHERN  
STATE UNIVERSITY

# ACADEMIC ADVISING SYLLABUS

PROMOTING STUDENT SUCCESS

## OUR MISSION:

The Advising mission at MSSU is to promote student success by empowering students to achieve their academic, professional and personal goals, through high quality advising, dissemination of accurate and timely academic resources, information, and supportive mentorship.

## STUDENT LEARNING OBJECTIVES:

1. Know your academic advisor by name, office, and how to contact them.
2. Recognize your advisor as a mentor and resource person to help you achieve your career goals.
3. Utilize the various advising and enrollment processes to appropriately enroll during your priority enrollment period.
4. Utilize the university's diverse student support resources for your success.
5. Be able to access the MSSU catalog and familiarize yourself with the academic and other institutional policies for graduation.
6. Be able to access and interpret your Degree Works audit as a tool for accurate enrollment toward graduation.

## STAY ON TRACK!

Meet with your advisor every semester!

On average, take 15 credit hours each term.

If you commit to it, you could see your grades improve, save money on tuition, graduate on time and start your career - and earn money - as soon as possible.



**BURSAR'S OFFICE:** Hearnes Hall 105  
417-625-9381 | Bursar@mssu.edu

**FINANCIAL AID:** Hearnes Hall 109  
417-625-9325 | FinAid@mssu.edu

**REGISTRAR'S OFFICE:** Hearnes Hall 101  
417-625-9389 | Registrar@mssu.edu

**STUDENT SUCCESS CENTER:** Hearnes Hall 308  
417-625-3550 | StudentSuccessCenter@mssu.edu

**AUG. / JAN. / JUNE**

- **Confirm your Fall, Spring, and Summer schedules with Enrollment Confirmation in Lionet beginning August 1, January 1, and May 1 respectively.**
- Identify books, websites, study aids, Blackboard sites, and classroom locations for each class.
- Download the MSSU Mobile App.
- Like/Follow MSSU on social media.
- Settle your semester bill before school starts, using your Financial Aid/MSSU Tuition Payment plans/Personal funds.
- Utilize the Student Success Center for free tutoring, study and test preparation strategies.

**SEPT. / FEB.**

- **Stay focused in your classes.**
- Attend and participate in Major/Minor Fair for Career Exploration – September.
- Participate in Career Services Mock Interview Day – February.
- Check to see if you have holds that will prevent you from enrolling. (For example, Bursar's Office, Financial Aid, Admissions, etc.)
- Be on the lookout for the posting of Priority Enrollment Dates.
- Make sure all Enrollment Holds have been cleared.
- View your Degree Works audit from Lionet, and schedule an enrollment discussion appointment with your advisor.
- Use Lionet to self-enroll if you are eligible according to the Priority Enrollment schedule.

**OCT. / MAR.**

- **Complete FAFSA and Scholarship Applications.**
- Check your Midterm Grades in Lionet; schedule an appointment with professors/ advisor to discuss midterm grades.
- Identify resources to help you get back/ stay on track.
- Be on the lookout for the posting of Priority Registration Dates, view your Degree Works audit from Lionet, and schedule an appointment with your advisor to enroll.
- Schedule an appointment with your Financial Aid counselor and inquire about departmental and other Foundation Scholarships.
- Attend and fully participate in Internship Expo – October.
- Attend and fully participate in Spring Career Fair – March.
- Attend Dress to Impress – March.

**NOV. / APR.**

- **Attend your enrollment appointment with your advisor.**
- Check your bill and Financial Aid, and make plans to pay your bill, taking note of MSSU Tuitions payment plan option.
- If necessary, meet with a tutor in the Student Success Center to learn how to prepare for finals.

**DEC. / MAY / JULY**

- **Determine where and when your final exams will take place; prepare for and show up to take the final exams.**
- **Confirm your Summer semester schedule with Enrollment Confirmation in Lionet beginning May 1.**
- Check your grades on Lionet. Grades will not be mailed to you.
- Make sure you are enrolled for next semester before you head home.
- If necessary, file for single course or complete withdrawal by the posted deadline, after consulting with your advisor and professor.

**DURING ALL BREAKS**

- Check your final grades in Lionet mid-week after the semester ends. Contact your professor immediately with any concerns or discrepancies regarding your grades.
- Pay attention to and respond to any email communication and mail sent to your residential address from university personnel.
- Pay attention to and address any deadlines before the upcoming semester starts.

**YEAR-ROUND ACADEMIC SUCCESS STRATEGIES**

1. Attend and participate in class regularly.
2. Check your MSSU email daily.
3. Turn in your assignments on time in all areas, including classroom, Blackboard, and other required submissions.
4. Save your advisor's and department Administrative Assistant's contact information on your phone for easy access.
5. Connect with your advisor at least once a semester, other than for registration.
6. Schedule an appointment with your academic advisor to discuss academic and career goals.
7. Contact another departmental advisor, or department Administrative Assistant, if you can't reach your advisor.
8. Use your professor's office hours to seek assistance for your coursework.
9. Utilize the Student Success Center for free tutoring and for study and test-preparation strategies.
10. Use MyNextMove at [www.mynextmove.org](http://www.mynextmove.org) to explore careers.
11. Join and participate in your department or academic major's club or organization.
12. Use Career Services to create or update your resume, participate in mock interviewing, seek internship, or job opportunities, participate in job shadowing, or participate in other career/job/graduate school preparatory activities.
13. If you are student eligible for Disability Accommodation, apply for and utilize the accommodation provided by contacting Coordinator of Disability Services, Ms. Lori Musser at [musser-l@mssu.edu](mailto:musser-l@mssu.edu), 417-659-3725, Hearnse Hall 308.
14. If you are pregnant, apply for Pregnancy accommodation with the Title IX Coordinator, Dr. Tamika Harrel at [harrel-t@mssu.edu](mailto:harrel-t@mssu.edu), 417-625-3022, Billingsly Student Center 347.
15. Be aware of and keep up with your program's specific course grade, GPA, and graduation requirements.

**UNDERSTANDING YOUR MID-TERM GRADES**

Mid-term grades are posted in Lionet for all undergraduate 16-week courses during week 9 of the semester for advising purposes.

**MID-TERM GRADING LEGEND**

A, B, C	D1, D2, D3, D4	F1, F2, F3, F4
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- 1: Grade due to **attendance/participation**
- 2: Grade due to **performance**
- 3: Grade due to both **attendance/participation and performance**
- 4: Grade due to attendance/participation and/or performance, instructor **recommends student withdraw from course**

**Speak to your instructor/advisor if you have "D" or "F" grades.**

