

Advising Mission

The Undergraduate Advising Office empowers students to take ownership of their academic and personal growth through personalized, intentional advising. By leveraging transformative technology and fostering a respectful, collaborative environment, we support each student in pursuing their goals with confidence.

Expectations of Student

You are responsible for the following:

-  Checking your Mizzou email **daily**
-  Arriving **on time** and **prepared** for your appointments
-  Being **open** and **honest** with your advisor about how things are going
-  **Learning the requirements** for your major, minor, and/or certificate programs
-  **Registering for the courses** recommended by your advisor
-  Keeping track of **deadlines, policies, and procedures**
-  **Accepting responsibility** for your decisions and actions

Expectations of Advisor

Your advisor is responsible for the following:

-  Providing **accurate** and **timely** information about degree requirements, policies, and procedures
-  Creating a **supportive, respectful, and inclusive** environment
-  **Offering guidance** on course selection, registration, and academic planning
-  Referring you to appropriate **campus resources** when needed
-  Maintaining **confidentiality** and **professionalism**
-  **Empowering you to take responsibility** for your decisions and actions

Advisor Availability: Scheduled Meetings vs. Walk-ins

Scheduled Meetings

- WHEN:** Varies by advisor; scheduled at least 1 day in advance via [MU Connect](#)
- LENGTH:** 30 minutes (20 minutes during Early Registration)
- BEST FOR:**
 -  Detailed semester course planning
 -  Graduation planning
 -  Personal/illness/financial concerns
 -  Academic Standing concerns
 -  College of Business registration holds
 -  Study Abroad planning

Walk-In Meetings

- WHEN:** Monday-Thursday 2-4pm
- LENGTH:** 15 minutes or less
- BEST FOR:**
 -  **Quick** questions & **time-sensitive** concerns
 -  Add/drop/withdraw questions
 -  Schedule checks

 Walk-in availability is **first-come, first-served**.

During high-traffic times, such as registration season, wait times may be longer.

Advising Appointment Guidelines

BEFORE

 **Write down any questions** you have ahead of time so you don't forget to ask them.

 **Look over your degree audit** and plan in myZou, and think about any minors or certificates you're interested in.

 **Check your registration date** and clear any holds early so you're ready to go when it's time to enroll.

DURING

 **Arrive on time** and check in at the front desk (or log in promptly if meeting via Zoom).

 **Be honest with your advisor** about how things are going, especially if you're struggling or unsure.

 **Write down notes** during the meeting so you don't forget anything important later.

 **Don't be afraid to ask questions!** Advising works best when it's a conversation, not just a checklist.

AFTER

 **Take action** on what you talked about—like registering for classes, adjusting your schedule, or checking out any resources your advisor recommended.

 **Follow up on any next steps**, such as filling out forms, sending emails, or setting up another appointment.

 **Stay in the loop** by checking your Mizzou email regularly—you don't want to miss important updates or follow-ups.

Communication Guidelines

When emailing, please provide:

- Your **full name**
- Your **Student ID Number**
- A **brief explanation** of your question, need, or concern
- Any **relevant documents** or screenshots that help explain the issue
- A **clear subject line** that reflects the purpose of your email

 **Reminder:** Always use your **Mizzou email** when communicating with your advisor or any other university office. This helps make sure your message gets to the right place and is linked to your student record.

When attending a Zoom meeting, please:

- **Turn your camera on** so we can engage face-to-face.
- **Join from a laptop or desktop** (rather than a phone), if possible, for better audio and video quality.
- **Use your full name** as your display name so we can easily identify you.
- **Dress appropriately** as you would for an in-person meeting.
- **Be in a quiet, stationary location.** Please avoid joining while walking, driving, or in a busy public space.

Yearly Academic Checklist: What to Know & What to Do by Year

|  Year 1: What to Know |  Year 1: What to Do |
|---|---|
| <ul style="list-style-type: none">  Upper-Level admission requirements and application timeline  How GPA and grades affect academic standing, financial aid, and degree progression  How to read the Academic Calendar (add/drop deadlines, breaks, final exam week)  When and how to register (including where to find your registration date/time)  How to run and understand a Degree Audit  How to earn & track Edge Points | <ul style="list-style-type: none">  Start earning Edge points (100 for Upper-Level)  Make registration appointment with your Advisor (October, March)  Learn about student organizations and campus activities  Attend a Career Fair  Explore majors, minors, and certificate options |
|  Year 2: What to Know <ul style="list-style-type: none">  Degree requirements & Upper-Level application timeline  Business Career Services  Study abroad opportunities  Accelerated MBA application process  Academic Calendar  Registration Date & Time |  Year 2: What to Do <ul style="list-style-type: none">  Continue working towards Edge point requirements (100 for Upper-Level, 200 to graduate)  Make registration appointment with your Advisor (October, March)  Attend a Career Fair  Learn BA 4500 internship requirements & application deadlines  Apply/prepare to apply to the Upper-Level and declare emphasis & any minors/certificates/dual majors |
|  Year 3: What to Know <ul style="list-style-type: none">  Remaining degree requirements & graduation timeline  Handshake  Academic Calendar  Registration Date & Time  Intended graduation date |  Year 3: What to Do <ul style="list-style-type: none">  Continue working towards 200 Edge points needed for graduation  Ensure graduation plan has been filed with your advisor once admitted to the Upper-Level  Make registration appointment with your Advisor (October, March)  Attend a Career Fair  Explore Graduate School options |
|  Year 4: What to Know <ul style="list-style-type: none">  Commencement Ceremony Information  How to Order a Transcript  Diploma Ship Date  Academic Calendar  Registration Date & Time |  Year 4: What to Do <ul style="list-style-type: none">  Apply for graduation by posted deadline  Conduct a final graduation check with your advisor  Earn minimum 200 Edge points before graduation  Ensure all majors/minors/certificates are declared  Attend a Career Fair  Apply for jobs and/or graduate programs Buy cap & gown, if applicable |