

# Academic Advising Syllabus

## 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

-  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

## Year 1: What to Do

-  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

-  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

-  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

-  Remaining degree requirements & graduation timeline
-  Handshake
-  Academic Calendar
-  Registration Date & Time
-  Intended graduation date





## Year 3: What to Do

-  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

-  Commencement Ceremony Information
-  How to Order a Transcript
-  Diploma Ship Date
-  Academic Calendar
-  Registration Date & Time

## Year 4: What to Do

-  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