

Academic Advising Syllabus



Welcome to USU Eastern! As your academic advisor, I look forward to our partnership here on campus. This is an exciting time in your life and I want to help you get the most from your experiences as a college student. We can work together to choose classes that will keep you on track for graduation and meet your educational goals. I am also here to help you with the challenges that may come during college and to find opportunities for future learning and growth. Please feel free to contact me to discuss any questions you may have.

Academic advisors are available by appointment
To schedule an appointment, go to: <https://eastern.usu.edu/advising/>
or call (435) 613-5000

Vision

Provide an inclusive environment of support and belonging.

Mission Statement

In Advising & Student Services, our mission is to empower students to maximize their college experiences with personalized support and resources. Through collaborative efforts between advisors, student services staff, peer mentors, and students we cultivate an environment conducive to achieving excellence. Together, we address challenges, uncover possibilities, and establish goals to empower learners for academic success and readiness to thrive in a diverse, ever-changing world.

Student Learning Outcomes

- Students will know who their assigned advisor is.
- Students will become aware of campus resources.
- Students will use and understand their Degree Works Worksheet.
- Students will use and understand their Degree Works Plan.
- Students will meet with their advisor for mandatory advising within an 8-week window of registration for the next term.

Student Responsibilities

- Keep your contact information updated in my.usu.edu.
- [Schedule advising appointments](#) each semester.
 - Mandatory advising holds activate on October 1 and March 1 each year for Associate Degree Students.
- Come prepared to your appointments with a purpose (questions, concerns, issues, etc.). Be ready to share information about your progress and/or obstacles.
- Read and respond appropriately to all university correspondence sent to your [student e-mail](#).
- Retain important documentation related to your academics.
- Accept responsibility for your academic plans and be proactive in making decisions.
- Keep your advisor informed about: change of major, academic progress, health and/or financial challenges, or other issues that affect your ability to complete your course work.
- Develop positive relationships with faculty, staff, and fellow students.
- Be aware of relevant policies, procedures, and requirements as outlined in the [University Catalog](#).
- Educate yourself on [campus resources](#) that will help improve your educational experience.

Advisor Goals & Responsibilities

- Provide accurate information about policies, procedures, and requirements as outlined in the [University Catalog](#).
- Create a welcoming environment where you can express your goals and obstacles.
- Maintain confidentiality regarding personal information as defined by FERPA (Federal Educational Rights and Privacy Act).
- Assist in developing academic and career plans that are consistent with student goals, interests, and abilities.
- Assist students in navigating the University Registration Systems.
- Encourage you to meet with [campus support staff](#) and refer you to additional resources when appropriate.
- Advocate for educational success.

Services Provided by Academic Advisors

- Degree/major advising.
- Academic planning through [graduation](#).
- Assist with any required academic forms.
- Communicate important [dates and deadlines](#).
- Provide referrals to additional [student services](#).
- Assist in transition to bachelor advisor.
- Serve as a success coordinator to bachelor admitted students who have a [major advisor](#) that is not located on campus.

Appointment Objectives

- Exploration of life goals.
- Exploration of [career](#) and educational goals.
- Selection of [educational programs](#).
- Assist in the selection of courses for your educational program.
- Assist in the registration process.

How to Prepare for Your Advising Appointment

- Be on time.
- Come prepared with questions and review [Degree Works](#) prior to your appointment.
- If you are experiencing cold/flu symptoms, please follow local recommended regulations. You can change from an in-person to a Zoom appointment at any point after scheduling.
- If you need help changing or rescheduling your appointment, please contact 435-613-5000.

Tips for a Successful Student / Advisor Relationship

- Recognize that appointment times are limited during peak advising weeks. Please plan ahead.
- Check your student email frequently for campus updates and communications from the advising office.
- When communicating by phone, speak clearly and leave a detailed message including: your A#, name, situation, and call back number. Make sure your voicemail is set up and has room for us to leave a message if you are unable to answer.
- When communicating by e-mail, include specific information about yourself and your concern including: your A#, name, and situation. All e-mail communication needs to come from your student e-mail account.
- We advise, you decide. You are responsible for your own student record.

