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.
Mission Statement

In Advising, Student Orientation, and Transition Services, our goal is to help students get the most from their college experiences. Our team collaboration, between advisors, peer mentors and students, aims to create an atmosphere where students can achieve excellence in a collegiate environment. Together we can address challenges, identify opportunities, and establish goals for attaining academic, professional, and personal success.

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 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.
- Assist you in developing academic and career plans that are consistent with your goals, interests, and abilities.
- Assist you in navigating the University Registration Systems.
- Encourage you to meet with campus support staff and refer you to additional resources when necessary or appropriate.
- Advocate for your 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.

Objectives to Your Appointments

- 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.
- Bring any relevant documentation with you.
- 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 435-613-5616.

Tips for a Successful Student / Advisor Relationship

- Recognize that appointment times are limited during peak advising weeks. Please plan ahead.
- Remember important paperwork and deadlines.
- When communicating by phone, speak clearly and leave a detailed message (A#, name, situation, etc.).
- When communicating by e-mail, include specific information about yourself and your concern (A#, name, situation, etc.). All e-mail communication needs to come from your student e-mail.
- We advise, you decide. You are responsible for your own student record.

General Academic Advising – Career & Technical Education Advising
One Stop Student Services
(435) 613-5000