



# ADVISING SYLLABUS

@ SOUTHEAST MISSOURI STATE UNIVERSITY

## MY ACADEMIC ADVISOR

Name:

Office:

Phone:

Email:

**Academic Advising Info**  
[www.semo.edu/advising](http://www.semo.edu/advising)

Students may contact an advising center during breaks, when faculty aren't available.

Use people search on [www.semo.edu](http://www.semo.edu) to find complete contact info.

## ADVISING/ENROLLMENT SCHEDULE

**Fall semester—for spring enrollment**  
**Early October**—Make advising appointment  
**Early November**—Priority enrollment begins

**Spring semester—for fall enrollment**  
**Early March**—Make advising appointment  
**Early April**—Priority enrollment begins

**Summer semester\*\***  
**Mid-February**—Priority enrollment begins  
\*\*Advising for summer and fall may be done in the same advising appointment.

## IMPORTANT DATES INFO

**Drop Dates & Academic Calendar**  
[semo.edu/registrar/academic\\_calendar.htm](http://semo.edu/registrar/academic_calendar.htm)

**Refund Schedule**  
[semo.edu/sfs/refunds](http://semo.edu/sfs/refunds)

**Midterm Grades**  
[semo.edu/registrar/academic\\_calendar.htm](http://semo.edu/registrar/academic_calendar.htm)

## Academic Advising Mission Statement

Southeast Missouri State University recognizes that academic advising is a shared responsibility between the student and their advisor. As an institution, we are committed to providing a supportive atmosphere that promotes the educational, career and professional development of the student while helping them to understand options, determine resources and identify alternatives.

## Academic Advisor Responsibilities:

- Listen to the needs of students and assist them in meeting their academic goals.
- Be accessible to advisees via appointment, phone and email.
- Provide accurate and consistent information about curriculum including recent changes that may impact students.
- Be able to clarify University and program specific requirements, policies and procedures.
- Educate students on how to use key technologies and where to access information.
- Help students to identify campus resources and make referrals as appropriate.
- Participate in professional development opportunities to become a better advisor.

## Student Responsibilities:

- Demonstrate understanding of degree program requirements and the ability to select courses each semester to progress toward fulfillment of their individualized academic plan.
- Engage in academic and career planning taking personal responsibility for decision making related to their academic success
- Schedule an advising appointment in a timely manner, meet with their advisor at least once each semester, and prepare for appointment by: 1) Reviewing Degree Works audit 2) Considering course options 3) Developing questions for their advisor.
- Understand University and program specific academic policies and procedures
- Know how to use key technologies and where to access information.
- Be aware of campus resources and support systems that promote academic

## First Year Learning Outcomes for Academic Advising

1. Know how to contact their academic advisor by appointment, email and/or telephone.
2. Make progress toward clarifying or confirming a major.
3. Be able to locate and use the Academic Calendar and University Bulletin to gain a general understanding of academic policies and procedures.
4. Using DegreeWorks and the Student Portal, be able to select and enroll in courses each semester that demonstrate knowledge of degree program and University Studies requirements.
5. Demonstrate knowledge of campus resources designed to support academic success and know how to access them.

## DEGREEWORKS AUDIT

### Access your DegreeWorks by:

1. Logging into your MySoutheast portal at [portal.semo.edu](http://portal.semo.edu)
2. Clicking on the "Student SS" tab
3. Scrolling down to the "Degree Works" channel with the "DegreeWorks Student" link

Your personalized degree audit tracks progress toward completing your degree. You can choose the "What-If" option to compare other majors.

## IMPORTANT RESOURCES

### Academic Support

Learning Assistance Programs

(573) 651-2273

Mathematics Learning Center

(573) 651-2164

Student Support Services

(573) 651-2512

Center for Writing Excellence

(573) 651-2460

### Academic Advising Tools

Southeast SupportNET

supportnet.semo.edu

Undergraduate Bulletin

semo.edu/bulletin/

General Education

semo.edu/generaleducation/

DegreeWorks degree audit &  
Unofficial Transcript  
(available in your portal)

### Campus Resources

Campus Health Clinic

(573) 651-2270

Center for Behavioral Health &

Accessibility

(573) 986-6191

## Career Services

Questioning your major?  
Wondering about career options?  
Looking for a part-time job?  
Need resume assistance?

(573) 651-2583 or Academic 057

careerservices@semo.edu

semo.edu/careers

## STUDENT SS PORTAL TAB

Account Summary  
Registration Tools  
Academic Profile  
Student Grades  
Financial Aid Awards  
Residence Life

## FAQs FREQUENTLY ASKED QUESTIONS

**Q: How do I register for classes?**

**A: Enrolling on the Web:**

1. <http://portal.semo.edu>
2. Sign in to portal using SE Key
3. Choose Student SS Tab
4. Choose Add or Drop Classes
5. Select Term from drop down box
6. Enter Alternate PIN-\_\_\_\_\_ (Obtain from Advisor)

*Once in the enrollment / registration screen, enter CRNs or select **Class Search** to find desired courses (Course Search by subject or Advanced Search to define search)*

**Q: How do I know what my registration date is?**

**A:** If you are not sure about your priority registration date, you can check the dates online at: [www.semo.edu/registrar/priority.htm](http://www.semo.edu/registrar/priority.htm)

**Q: How do I determine what my GPA will be?**

**A:** Visit: <http://cstl-csm.semo.edu/ltansil/script/gpa/predict.htm>

**Q: How do I calculate my semester GPA?**

**A:** Visit: <http://cstl-csm.semo.edu/ltansil/script/gpa/calc.htm>

**Q: Where do I go to declare a new major or minor?**

**A:** Typically you can visit the **department office** or the **advising center** in which the major is housed.

**Q: What are Eight-Week Mid-Term Grades?**

**A:** Your professors will be asked to submit your grades during the eighth week of the Fall and Spring semesters.

- You can access your grades on My Southeast after the eighth week.
- If you earned D's, F's, or X's, you will receive a letter from the Dean of Students. You should take the following necessary steps to help ensure your success in the course:

- Speak with your instructor and advisor
- Attend Learning Assistance Program Workshops
- Get a tutor
- Take advantage of other helpful campus resources



**For Additional Information visit our website! [www.semo.edu/advising](http://www.semo.edu/advising)**