

Office of Multidisciplinary Degrees in A&S

Your Guide to Academic Advising

Academic Advisor
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Academic Advising is *meaningful educational planning*. You will work with your advisor to explore and define your academic interests and goals. Together you will create a clear educational plan that will lead to the successful completion of a university degree that matches your interests, strengths, values and career goals.

Goals & Objectives

Academic advising facilitates student development and is an integral part of the educational process at MU. The ultimate **goal** is to help you gain the most from your experience at MU. Advising **objectives** include helping you:

- Acquire and demonstrate awareness of campus resources.
- Become an independent and active navigator of your undergraduate experience.
- Explore, understand, and meet degree requirements.

CONNECT with your advisor

The name of your assigned advisor is listed in myZou and MU Connect. If you are a General Studies or Interdisciplinary Studies major or are considering declaring or switching to either of these two majors, you may interact with your advisor, Carlynn Trout, in multiple ways:

Appointments

Carlynn Trout is available to meet with students for a variety of reasons, including switching majors and transferring divisions. **Read about the major on the website <http://omd.missouri.edu/> prior to your first appointment with Ms. Trout.** During appointments, which are typically 30 minutes, expect to reflect upon and discuss your academic progress, challenges, goals, degree plans and strengths. If Ms. Trout is your assigned advisor, you may schedule your appointment online via your “MU Connect” tab in Blackboard. You may also call to make an appointment at 573-882-6060 or make it in person at MI 10 Student Success Center between 9:00 am and 4:00 pm, Monday through Friday. *If you cannot keep your scheduled appointment, please cancel it in MU Connect or notify the front desk (573-884-9700) as soon as possible. If you are more than 10 minutes late for an appointment, you may be asked to reschedule it.*

Email

Emails to advisors are professional communications and should include your first name, last name, student ID, and major—BGS or IDS. Communicate your questions and/or concerns clearly and concisely. Ms. Trout will reply within three business days. If you have a more immediate concern, please call the front desk at 573-884-9700.

Walk-in Advising

Walk-in advising hours are available during the first week of classes during fall and spring semesters. Specific dates and hours will be posted each term. Walk-in advising is limited to 10 to 15-minute sessions to answer quick questions. Students are seen on a “first-come, first-served” basis.

Advising Referrals

Sometimes students need to see advisors in 107 Lowry Hall or other offices on campus in order to lift holds, complete paperwork, or meet specific University deadlines. Your advisor will try to refer you to the correct office if you clearly explain your needs or situation.

PREPARE

Advising appointments are a great opportunity to talk about your concerns, celebrate your accomplishments, and answer your questions. Appointments are most beneficial when you:

- Note your appointment date and time.
- Review any advising paperwork from previous meetings.
- Prepare a list of questions to ask your advisor.
- Review requirements and internship procedures for BGS or IDS majors on <http://omd.missouri.edu/>

EXPECT

Advisors and advisees both play important roles in the advising process.

You can expect an advisor to:

- Assist you in finding a degree program that matches your interests and abilities.
- Understand and effectively communicate the curriculum and requirements for the university and your chosen major.
- Provide recommendations for class selection, research opportunities, and/or extracurricular activities that broaden experiences.
- Act as a resource guide for academic, personal, or professional support services.
- Listen to your concerns and respect your values and choices.

Your advisor expects you to:

- Check and read your MU email regularly.
- Check academic records through myZou regularly.
- Come prepared with relevant paperwork to advising appointments, and actively participate in the meeting.
- Accept responsibility for your academic decisions and performance.
- Be open and willing to consider advice from faculty, advisors, and other mentors.
- Become knowledgeable of campus policies, procedures, and resources.
- Take an active role in your degree planning and career exploration.

RESOURCES

OMD website: <http://omd.missouri.edu/>

AEAS website: <http://aeas.missouri.edu>

MU Catalog: <http://catalog.missouri.edu/>

Blackboard/MU Connect: <http://bblearn.missouri.edu/>

MU Career Center: <http://career.missouri.edu>

Campus Writing Program: <http://cwp.missouri.edu/wi>

EXPLORE

Fall Semester

- Get to know your instructors and advisor.
- Explore interests, values, and skills related to academic and career goals.
- Evaluate how social decisions impact your academic performance.
- Connect with tutoring and other campus resources.
- Get involved in campus organizations, particularly those that fit your career interests.
- In **October**, meet with your advisor, and then register for spring courses.

Spring Semester

- Review academic goals and consider techniques and resources to make you an even better student.
- Arrange for experiences that will help you clarify your goals and interests – internships, part-time work, job shadowing, informational interviews, etc.
- In **March**, meet with your advisor, and then register for summer and fall courses.
- Research possible minors to accompany your major.
- Research multiple career options to find the best fit.
- Identify education and/or additional skills or experiences you will need in order to actualize your career goals.

