Your Guide to Academic Advising

Academic Advising is meaningful educational planning. You will work with me to explore and define your academic interests and goals. Together we 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.

Advising Goals & Objectives
Academic advising facilitates student development and is an integral part of the educational process at MU. Our ultimate goal is to help you attain the most from your experience at MU. Our 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.

How the Office Works
Students are advised by scheduled appointments and email. The office is busy so students must plan to address issues in advance of deadlines. Students who wait until the last minute risk not having issues addressed before deadlines.

Appointments
Appointments are made by phone (we regret appointments cannot be made through email) and usually last for 15-30 minutes. Appointments are often booked a week in advance, so plan accordingly. Same day appointments are not typically available. The advisor’s schedule is tightly booked, so students who are 5 minutes late and/or unprepared will need to reschedule. Please be professional and call the office if you are unable to attend a scheduled appointment.

Email
The advisor, the administrative assistant, and the University will communicate with students by MU email, so check email daily. Students should send routine questions to the advisor by email and responses will typically be sent within 24-72 hours, unless it is a high traffic time of the year. Emails to advisors are professional communications, so please include first name, last name, and student ID. Communicate your questions and/or concerns clearly and concisely.

Course Scheduling
After a student has met with the advisor and reviewed the degree requirements, it is the student’s responsibility to use the degree requirements and graduation plan to select appropriate courses for enrollment. AFTER students have created a tentative schedule, they may email it to the academic advisor for review. It is strongly recommended that students prepare a tentative schedule before Early Registration begins each semester.
**Academic Milestones**

**Graduation Plan**
Students meet with the academic advisor during a scheduled appointment to create a graduation plan after earning 60 credit hours, completing Math 1100 or an equivalent course with a C- or higher, completing English 1000 with a C- or higher, and maintaining a 2.0 cumulative GPA. If the graduation plan is not officially filed by the time the student has earned 60 credit hours a registration hold, which prevents enrollment, will be placed on the student's myZou account.

First, meet with the advisor to complete the graduation plan and discuss your remaining requirements for graduation. Then call the A&S Advising Center in 107 Lowry Hall (573)882-6411 and make an appointment to file the graduation plan with Megan Merrill (Intl St) or Valerie Stevens (Anthro and Art Hist). The graduation plan is not official until it is filed with Megan or Valerie. Students should file the graduation plan within two weeks of meeting with the academic advisor.

**Graduation Check**
The semester BEFORE the semester of graduation, students must call the A&S Advising Support Center in 107 Lowry Hall (573)882-6411 and make an appointment to complete an official graduation check with Eric Carter. He is the final authority on a student's remaining requirements for graduation and he will provide students with information on graduation during this meeting.

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**Online Resources to Bookmark**

**Major Website**
- Art History and Archaeology: http://aha.missouri.edu/
- Anthropology: http://anthropology.missouri.edu/
- Black Studies: http://blackstudies.missouri.edu/
- Environmental Studies: http://omd.missouri.edu/?q=env-st/index
- International Business: http://omd.missouri.edu/?q=intl-bus/index
- International Studies: http://omd.missouri.edu/?q=intl-st/index

Blackboard: https://courses.missouri.edu/
Campus map: http://map.missouri.edu/
A&S Advising Center: http://coas.missouri.edu/advising/ascadvisers.shtml
Dates & deadlines: http://registrar.missouri.edu/dates-deadlines.php
Directories: http://missouri.edu/directories/index.php
General education: http://generaleducation.missouri.edu/courses/
Learning Center: http://learningcenter.missouri.edu/
MU Career Center: http://career.missouri.edu/
MU Homepage: http://missouri.edu/
MyZou: https://myzou.missouri.edu/psp/prd/?cmd=login&languageCd=ENG&
Study abroad: http://international.missouri.edu/study-outside-the-us/
Undergraduate catalog: http://registrar.missouri.edu/degrees-catalogs/index.php
Writing Intensive courses: http://cwp.missouri.edu/wi/courses/index.php