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# Your Guide to Academic Advising

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Academic Advisor

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**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

### CONNECT with your advisor

Students are assigned a primary advisor; the name of your advisor is listed in myZou and MU Connect. You may interact with your advisor in multiple ways:

#### Appointments

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/resolved before deadlines.** During appointments, which are typically 30 minutes, expect to reflect upon and discuss your academic progress, challenges, goals, degree plans and strengths. Appointments in this office are made by phone or via MU Connect. Appointments are often booked a week in advance, so plan accordingly. Same day appointments are typically not available. The advisor's schedule is tightly booked, so students who are 10 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. The office is not open during the evenings or on weekends.

#### Email

The advisor, the administrative assistant, and the University will communicate with students via their MU student email account, so check email daily. Students should send routine questions to the advisor via email, and responses will typically be sent within 2-3 business days (excluding weekends and holidays observed by the University), unless it is a particularly high traffic time of the year, in which case a longer wait for a response is possible. Emails to advisors are professional communications, so please include first name, last name, student ID number and your specific question or concern. 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 I 100 with a C- or higher, completing English 1000 with a C- or higher, and maintaining a 2.0 or higher 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 Office in 107 Lowry Hall (573) 882-6411 to schedule an appointment to file the graduation plan. The graduation plan is not official until it is filed in the A&S Advising Office in 107 Lowry Hall. 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 Office in 107 Lowry Hall (573) 882-6411 to schedule an appointment to complete an official graduation check. The grad check staff member in the A&S Advising Office in 107 Lowry Hall is the final authority on a student's remaining requirements for graduation, and s/he will provide students with information on graduation during this meeting.

## Online Resources to Bookmark

### Major Website

- 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>
- Linguistics: <http://linguistics.missouri.edu>
- Philosophy: <http://philosophy.missouri.edu>
- Women's and Gender Studies: <http://wgst.missouri.edu>

Blackboard: <https://courses.missouri.edu/>

Campus map: <http://map.missouri.edu/>

Cashier: <http://cashiers.missouri.edu>

College of Arts & Science: <https://coas.missouri.edu/>

Dates & deadlines: <http://registrar.missouri.edu/academic-calendar/>

Directories: <http://missouri.edu/directories/index.php>

Financial Aid: <http://financialaid.missouri.edu>

General education: <http://generaleducation.missouri.edu/courses/>

Learning Center: <http://learningcenter.missouri.edu/>

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

MU Connect: <http://muconnect.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://catalog.missouri.edu/>

Writing Intensive courses: <http://cwp.missouri.edu/wi/courses/index.php>