

Academic Advising Syllabus

Mission Statement:

The primary purpose of academic advising at FHSU is to assist students in the development of meaningful educational plans that will be compatible with career aspirations and contribute to the process of preparing for a life of change, challenge and individual fulfillment.

At FHSU, academic advising is based on a system of shared responsibility between student and advisor, and a process of continuous improvement, clarification and evaluation with the aim of furthering institutional advising goals and desired student outcomes.



Academic and Career Advising Goals:

Academic advisors work with students to achieve the following goals:

- To help students clarify individual values, career goals, and the challenges of life in the 21st century.
- To develop suitable educational plans and programs of study for each student.
- To help students select appropriate courses and other educational opportunities.
- To help students review and evaluate progress toward established educational goals and completion of requirements within individual programs of study.
- To develop student awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility.
- To encourage students to utilize university support services and related resources as needed (Retention and Student Success, Health and Wellness Services, Career Services, etc.).
- To clarify and improve the student's knowledge of career options and potential for career change in the workplace of the 21st century.
- To address the individualized academic advising needs of a diverse student population.

Academic Advising and Career Exploration Center

Fishcli-Wills Center for
Student Success, First Floor

Phone: 785-628-5577

Fax: 785-628-4657

Email: advising@fhsu.edu

Office Hours:

M-F: 8 AM-4:30 PM

Summer Hours:

May 30-August 4

M-TH: 7:30 AM-5:00PM

Friday: 7:30AM-11:30 AM

Web: fhsu.edu/aace

Facebook: @aacefhsu

Instagram: @aacefhsu



FORT HAYS STATE UNIVERSITY
ACADEMIC ADVISING AND CAREER
EXPLORATION CENTER

Academic Advisor Responsibilities:

- Communicate and provide clarification on university policies, regulations, programs and procedures .
- Communicate and keep regular office hours to be adequately available to meet with you throughout the academic term.
- Assist you in the development of your academic plan that satisfies degree requirements and achieves your educational goals, advise on academic issues and concerns, and offer advice on course selection.
- Be a responsive listener to make appropriate referrals to support services when needed.
- Discuss your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you wish to pursue.
- Help you to explore your interests, abilities, and goals and to relate them to academic majors.
- Be knowledgeable about career opportunities and to refer you to the Academic Advising and Career Exploration Center or Career Services as needed.

NOTE: *Academic advisors can help you understand your options and avoid mistakes, if you take the initiative to seek their advice.*

Advisee Responsibilities:

- Proactively schedule and keep academic advising appointments.
- Maintain a professional relationship with your academic advisor by arriving on-time for meeting, preparing questions or concerns you wish to discuss, reviewing academic records prior to registration meetings and rescheduling appointments as needed.
- Ensure academic records are accurate and complete. This includes providing official transcripts to the university in a timely manner.
- Take responsibility for your academic success by utilizing the tools provided (i.e. Workday, undergraduate catalogs, degree sheets, college and university websites and academic calendars) and observing academic deadlines.
- Regularly review and update contact information in Workday and read university e-mail and take appropriate action.
- Follow university procedures to prepare and plan for registration each academic term.
- Engage in the assessment of your academic advising experience by completing the FHSU Student Evaluation of Academic Advising each semester.
- Ask questions to ensure understanding of university policies, procedures, academic performance standards and requirements!
- Be familiar with the academic requirements and prerequisites of your program(s) and register for courses each semester in accordance with those requirements and the recommendation of your advisor.
- Keep the advisor informed about changes in academic progress, course selection, and academic/career goals and circumstances impacting your ability to perform academically.