

# College of Science Advising Syllabus 2019-2020

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## Academic Advisors

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### **Walk In Hours**

Walk-in hours are updated each semester and are posted on the College of Science Advisement website. Walk-in hours are subject to change.

### **Vision**

As academic advisors in the College of Science, our mission is to invest in students throughout their undergraduate academic career so they can realize their potential and achieve their life goals. We believe in an educational partnership with the student to facilitate professionalism, competent decision making, and leadership. A strong relationship with an academic advisor is crucial for a student's success.

### **Scheduling Appointments**

Appointments must be scheduled by either coming to **Neckers A185** or by calling the Undergraduate Science Advisement Office at **618-536-5537 or 618-536-2147**. Do not email your advisor to schedule an appointment, contact the front office. Appointments should be scheduled a minimum of 48 hours in advance. If you need to see an advisor quickly, utilize the walk-in hours. During peak times of the year (i.e. right before registration opens), make appointments several days in advance. If you need to cancel your appointment, please call 24 hours in advance. If you do not show up to your appointment, you may not be able to schedule appointments for the remainder of the semester and will only be able to utilize walk-in hours.

### **Communication**

Use your SIU email account when communicating with advisors. Include your DAWG tag number in all communications. Subscribe to the College of Science Advisement listserv. Important information about classes, new policies, upcoming events and opportunities will be communicated through the listserv. Send an email to:

[listserv@siu.edu](mailto:listserv@siu.edu). The subject line can be ignored. The text of the note should contain the following listserv command:

SUB SCIENCE-NEWS -L firstname lastname.

### **Resources**

Utilize resources to prepare for an advising appointment, to assist you in long-term academic planning, and to gain access to various services available on campus.

- College of Science Advising <http://science.siu.edu/advisement/index.html>
- Degree Requirements [http://science.siu.edu/advisement/degree\\_req.html](http://science.siu.edu/advisement/degree_req.html)
- Undergraduate Catalog: <http://registrar.siu.edu/pdf/ugradcatalog1415.pdf>
- Registration Calendar: <http://registrar.siu.edu/calendars/registration.html>
- Morris Library: <http://lib.siu.edu/>
- Writing Center: <http://write.siu.edu/>
- Learning Support Services: <http://tutoring.siu.edu/>
- Career Services: <http://careerservices.siu.edu/>

Academic advising requires participation by both you and your advisor. Active involvement by both of you will ensure you achieve the expected learning outcomes in order to develop a clear educational plan. Advising is used as a means to teach you the necessary components to successfully attain your educational goals while at SIUC. Advising should not be viewed as a one-time encounter, but as an ongoing process that helps you develop both academically and personally throughout your academic career. Throughout this process, you and your advisor will have specific responsibilities. <sup>1</sup>

### **Responsibilities of College of Science Advisors**

- Maintain a respectful, welcoming, and confidential environment where you can easily discuss your academic, career, personal goals, concerns, and questions.
- Listen to and respect your concerns, interests, values, and questions.
- Keep your file up to date and accurate.
- Be knowledgeable in the College of Science degree requirements, university policies and procedures, graduation requirements and resources available to you.

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<sup>1</sup> Adapted from Texas State University –San Marcos’ College of Health Professions Academic Advising Syllabus

- Refer you to university resources, departments, or materials as needed.
- Have daily office hours available to meet with you.
- Provide guidance in your decision-making process, encouragement, and support, realistic decisions and goal making, but also to address unrealistic decisions and goals and discuss alternative possibilities.

### **Your Responsibilities as a College of Science Student**

Students are responsible for understanding and completing all requirements necessary for your degree. You are expected to participate in the advisement process in order to have a productive and efficient advising experience.

- Schedule and attend an academic advisement appointment once a semester.
- Arrive for your scheduled appointment in a timely manner and check in at the front desk or, cancel or reschedule your appointment if needed.
- Silence your phone before meeting with the advisor.
- Arrive prepared to discuss your educational and career goals (courses for next semester, degree progress report, questions over major, minor, etc.).
- Bring and keep personal copies of all vital documents applicable to your degree.
- Know and understand the undergraduate catalogue, College of Science and major-specific academic policies, academic registration deadlines (add or drop dates), and Registrar's policies.
- Notify the advisor of any special needs, problems, personal circumstances, or difficulties that could impact your academic performance.
- Be willing to accept and consider advice given in the appointment.
- Take responsibility for your academic progress.

### **Which Advisor Should You See?**

#### **Faculty Advisor**

Advise for major courses

Discuss degree concentration/specialization  
Specific course information

Mentoring  
Internships

Senior Projects

Research Opportunities  
Career/Graduate School  
RUN numbers

Refer to university support services

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#### **Undergraduate Science Advisor**

Advise for overall degree requirements

University policies and procedures

Special needs/Probation/Suspension

Graduation check  
Refer to university support services

RUNs for BIOS, PHSL, Pre-health, Undeclared.

**Faculty Advisor Information**

Biological Science	Life Science II 351 (618-536-2314)	Physics	Neckers A483 (618-453-2643)
Chemistry	Neckers C224 (618- 453-5721)	Physiology	Life Science II 151D (618-453- 1544)
Computer Science	Engineering A120 (618-536-2327)	Plant Biology	Life Science II 420 (618-536- 2331)
Geology	Parkinson Lab 102 (618-453-3351)	Zoology	Life Science II 351 (618-536- 2314)
Mathematics	Neckers A360 (618-453-5302)		