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**STUDENTS’ BEAR ESSENTIALS FOR ADVISING**

**ADVISING. IT'S MORE THAN A RELEASE.**

**OUR MISSION**

Academic advisors at Missouri State University provide academic and professional guidance as students develop meaningful educational plans in pursuit of their life goals. Advisors provide students with information about coursework, University policies and procedures, the Public Affairs mission, and career options and opportunities. They require student participation in the decision-making process, help students become lifelong learners, and encourage self-reliant problem solving through exploration of students’ own interests and values. Advisors support students as they seek the best possible education at Missouri State University. (Adopted December 2009, authored by the Provost’s Academic Advising Council)

**SUGGESTED EXPECTATIONS FOR ADVISORS**

- Be reasonably accessible to students.
- Communicate degree and general education requirements.
- Provide a respectful space for students to share thoughts, goals, concerns and interests.
- Assist students in making academic decisions.
- Assist students in developing relationships with faculty.
- Encourage student responsibility for educational plans and decisions.
- Provide resources and referrals.

**SUGGESTED EXPECTATIONS FOR STUDENT ADVISEES**

- Schedule advising appointment at least 3 weeks prior to registration date.
- Learn to use and understand the degree audit.
- Come to appointments prepared with questions and/or topics to discuss.
- Check University email account regularly.
- Use the University website to read the catalog.
- Keep track of grades in all classes.
- Research academic programs and opportunities.
- Seek an advisor’s help when problems first arise.
- Accept responsibility for the decisions and actions that affect educational progress.
- Confirm accuracy of advice or information from friends, classmates and family members.
- Provide advisor with accurate and truthful information about interests and abilities.

**HELPFUL TOOLS**

- Undergraduate Catalog (online): www.missouristate.edu/registrar/undercat.html
- Graduate College Catalog (online): http://graduate.missouristate.edu/catalog/Programs-Offered.htm
- General Education Worksheet: www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm
- Academic Calendar: http://calendar.missouristate.edu/academic.asp
- My Missouri State to access your advising notes, registration status, and other helpful information.

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