

Appendix A



Undergraduate Advising Syllabus

Academic Advising Center
568 Garden Avenue
St. Louis, MO 63119

<http://www.webster.edu/advising/>
<https://www.facebook.com/WebsterAdvising>

Advising Center Contact Information	Phone: 314-968-6972 or 1-800-982-3847 Fax: 314-968-7166 Email: advising@webster.edu
Advising Center Hours	Monday – Thursday: 8:30AM - 5:30PM Friday: 8:30AM - 4:30PM
Advisor	Name: Phone: Email:
Advisor Hours	By Appointment. Please call 314-968-6972.
Materials	<ul style="list-style-type: none"> ❖ Undergraduate Catalog (http://www.webster.edu/catalog/current/undergraduate-catalog) ❖ Academic Advising Online Resources (http://www.webster.edu/advising/) ❖ Online Course Schedule (http://www.webster.edu/academics/course-schedules.html) ❖ Connections (http://connections.webster.edu) ❖ Academic Calendar (http://www.webster.edu/academics/academic-calendar/)
Academic Advising Description	<p>Academic advising is key for success as an undergraduate student. Academic advisors assist in guiding you through your degree program and can answer questions about the requirements of your major, Global Citizenship/general education and electives. Your academic advisor can also help you select classes appropriate for your interests and abilities as well as provide information regarding adding a minor and/or certificate to your degree. In addition, your advisor can assist you in making connections with other support offices throughout the University.</p> <p>You are required to connect with your advisor prior to enrollment before each semester in order to receive clearance for registration. Students who do not receive clearance cannot register themselves online.</p>
Learning Outcomes	<p>Students will:</p> <ul style="list-style-type: none"> • Identify the University’s advising structure • Identify degree configuration and how each part contributes to the degree (i.e. major, global citizenship requirements, electives) • Describe areas of study at the University that support one’s interests and professional goals • Identify where to locate University policy and procedure information • Use the available academic tools and create an appropriate schedule for each semester prior to contacting her/his advisor. • Make use of University support resources (i.e. Academic Resource Center, Career Services, Departmental Internship Coordinators, etc.)

Advisor Responsibilities	<ul style="list-style-type: none"> • Assist you in academic planning and course selection • Understand University policies and procedures • Understand general education and departmental requirements • Understand the registration and the drop/add processes • Understand withdrawal procedures and ramifications • Communicate these policies and procedures to you • Be accessible via phone, email and for scheduled appointments • Provide a safe environment in which to discuss your questions, concerns, thoughts and academic plans
Advisee Responsibilities	<ul style="list-style-type: none"> • Schedule regular appointments with your academic advisor each semester • Arrive on time and prepared for advising appointments • Be familiar with and understand your degree audit and catalog requirements • Keep apprised of current graduation and program requirements • Review the academic calendar and familiarize yourself with important deadlines such as dropping and withdrawing • Understand how to use the Online Course Schedule • Understand how to use and access your “Student Academic Services” within your Connections account – you will be able to register yourself online after meeting with or contacting your advisor to gain clearance prior to each semester. • Regularly check your Webster email • Accept responsibility for your decisions and outcomes of these decisions
Scheduling an Advising Appointment	<ul style="list-style-type: none"> ❖ To schedule an appointment, call the Advising Center at 314-968-6972 or 1-800-982-3847. ❖ Advising appointments are limited to one hour in length although many appointments may require less time. ❖ Please call the Advising Center if you need to reschedule or cancel an appointment or if you are running late. ❖ Be courteous; arrive on time. ❖ Late arrivals may be required to reschedule.
Preparing for an Advising Appointment	<ul style="list-style-type: none"> ❖ Review degree requirements indicated in the degree audit ❖ Review online course schedule, plan out a schedule and check for day/time conflicts and pre-requisites requirements ❖ Have alternatives in mind in case a course is closed ❖ Be prepared with questions or topics to discuss
Additional Resources	<p>Academic Resource Center: http://www.webster.edu/academic-resource-center/, 314-246-7620</p> <p>Career Planning & Development Center: http://www.webster.edu/career-services/, 314-968-6982, careercn@webster.edu</p> <p>Study Abroad Office: http://www.webster.edu/study-abroad/, 314-968-6988, worldview@webster.edu</p> <p>Counseling & Life Development: http://www.webster.edu/student-counseling/, 314-968-7030, counselingld@webster.edu</p>



Undergraduate Timeline

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Freshmen (0-29 credit hours):

- Meet with your advisor to discuss your degree options, requirements and clarify any policy/procedure questions
- Register for courses in a variety of subject areas
- Begin Global Citizenship/general education and electives
- Begin intro level courses for your major or potential major
- Get to know faculty, professional staff and administrators and begin building relationships
- Learn about resources that are available on campus such as the Academic Resource Center and the Library
- Participate in campus activities and join clubs which interest you personally and professionally
- Begin a career/major assessment; Connect with Career Services
- Begin investigating study abroad options
- _____
- _____
- _____

Sophomores (30-59 credit hours):

- Begin researching internship opportunities
- Consider adding a minor or certificate to your program to complement your major and enhance your knowledge and skills base
- Undecided Students: Narrow your major possibilities
- Continue taking Global Citizenship/general education, elective and major classes
- Schedule an appointment with the Career Services Office
- Continue investigating study abroad options, make plans and note deadlines
 - *Accounting majors: Study abroad in your sophomore year or the in the summer before/after your junior year.*
- Consider professional organizations associated with your major
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- _____
- _____

**Juniors
(60-89 credit hours):**

- Apply for/complete an appropriate internship and/or participate in volunteer opportunities to gain professional experience
- Continue taking Global Citizenship/general education, elective and major classes
- Consider your long term career goals and graduate school options
 - Meet with Career Services again to make sure you are on track
- Research graduate school admissions requirements
- Attend the Fall Career and Internship Fair and other Career Services sponsored workshops
- Study abroad at one of Webster's international campuses
- Review your program plan with your advisor
- Know when you need to meet milestones such as portfolio review, senior seminar, etc.
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- _____
- _____

**Seniors
(90+ credit hours):**

- Complete an internship
- Complete Global Citizenship/general education, elective and major classes
- Complete Keystone Seminar (if applicable)
- Plan out your job search
- Prepare to take graduate school entrance exams (GRE, MCAT, LSAT, GMAT, etc.)
- Contemplate letters of recommendation for graduate school/employment
- Refine your working resume/cover letter
- Complete graduate school applications
- Submit Petition to Graduate form at the beginning of your final semester
- Complete *Steps to Graduation* found on the Commencement website
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- _____