

The University of Missouri-St. Louis Student Advising Syllabus

Our Mission

The mission of the University of Missouri-St. Louis Undergraduate Advising Program is to help students determine and fulfill their educational goals, achieve academically, and graduate in a timely manner. Throughout the collaborative advising process, the students' academic progress, and career and educational objectives are assessed. Students will learn how to take the initiative in academic planning and will develop the skills necessary to foster personal ambition, responsibility and leadership.

The Colleges' and Schools' individual academic advising programs and the Center for Student Success will work jointly to assist undergraduate students articulate the university's academic purposes and program requirements; gain information about majors, minors and certificate programs; and help students understand and negotiate the institution's academic requirements, rules, and academic opportunities.

Philosophy

We believe that academic advising at UMSL is an integral part of the learning process; that academic advising is more than planning a semester schedule and that academic advising is essential to the student's academic development, retention and graduation. Advising is a long-term partnership between the student and caring members of the UMSL community. As such, it is a collective effort that encourages the student to develop clear educational plans, choose realistic life /career goals, and engage in academic relationships with UMSL advisors and members of our support staff. To assist students in realizing their full potential at UMSL, staff and faculty advisors at UMSL embrace the following beliefs about academic advising:

New college students or transfer students to UMSL may be unaware of the demands and expectations of the university and therefore need to learn the culture. Academic advising plays a key role in students' understanding of the UMSL collegiate environment.

Academic advising is not an isolated event but an ongoing communication and relationship between the student and the advisor(s) in which a mutual trust and respect must be established.

Academic advisors recognize, respect and accept that all students are unique and enter the learning process at UMSL at varying points, and that students learn at different rates and through a variety of methods.

Academic advisors believe that every student at UMSL is important, whether the student is a "traditional" or "non-traditional" student, a declared or undeclared major, or a first-time college or transfer student.

Academic advisors at UMSL believe that while providing the student with the advising tools and correct information needed to achieve academic success, the *primary* responsibility for decision making rests with the student.

Student Learning Outcomes

Through the use of multiple campus resources and the advising experience at UMSL, students will have the opportunity to:

- Examine and develop an understanding of personal interests, skills and academic opportunities available.
- Develop and demonstrate the ability to make informed decisions regarding majors, minors, certificate programs, and graduate/professional programs that match the individual's academic interests, skills and career potentials and goals.
- Formulate a program-specific curriculum guide for achieving identified academic goals and select appropriate coursework for identified degree program(s).
- Utilize campus resources, student support services and referral programs to assist in the selection and completion of a realistic program-specific curriculum guide.
- Develop a relationship with the academic advisor(s) that will be vital to achieving academic goals; gaining information about careers, graduate study, and campus resources.
- Engage in classes and discipline-appropriate endeavors such as: internships, performances, practicum, clinical and on-site experiences that build academic potential; strengthen transferable skills; and increase personal communication and leadership abilities.
- Graduate in a timely manner based on educational plan and program requirements; seek assistance with questions and challenges while progressing through identified academic program(s).

The Advising Program

The advisor and student are engaged in a collaborative, respectful relationship and learning process with one another. Both the student and advisor have responsibilities in their shared partnership as noted below:

Advisors' Responsibilities:

- Be accessible to students during posted office hours, by telephone, or email.
- Explain the university's programs, requirements, policies and procedures.
- Provide timely and accurate information.
- Listen carefully to students' questions and concerns.
- Assist students in planning realistic programs consistent with their abilities and interests.
- Make referrals based on students' needs and available resources.
- Assess student progress and communicate it clearly.
- Encourage students to develop a collaborative, professional relationship with assigned advisor(s).

Students' Responsibilities:

- Contact advisors during posted office hours, by telephone, or email.
- Prepare a list of questions and/or concerns for each advising session.
- Acquire knowledge about the university's programs, requirements, policies and procedures.
- Provide honest, accurate information to the advisor such as: transfer credits, complete transcript information from other educational institutions, advanced credit, placement test results, etc.
- Clarify personal values and goals, and interact in the decision-making process.
- Follow through with suggestions, referrals and resources.
- Keep a record of academic progress, and accept responsibility for academic decisions and performance.
- Work to develop a mutual relationship with assigned advisor(s).

Campus Advising Resources and Information:

- Students have access to several resources on campus for selecting a major, discussing career options, and planning a curriculum appropriate to their needs, interests, and academic strengths. Through the advising program, students will develop a working relationship with assigned advisor(s).

- Students who are exploring majors work individually with advisors in the Center for Student Success and may utilize assessments to assist them in determining how their own personalities and interests can influence decisions regarding majors or career fields.
- Students who have selected majors should see the academic advisors in the college or school of the intended major. For several majors, faculty advising within the academic departments is also encouraged or required. Students who have questions or are uncertain about potential majors, dual majors, minors, certificates -- and the procedure to declare these programs -- may seek advisement in the advising office of their respective college or school (see web links below and additional office information provided in this syllabus):

Colleges' and Schools' Advising Information and Assistance:

- College of Arts and Sciences, <http://www.umsl.edu/divisions/artscience/pdf/DepartmentAdvisors32010.pdf>
- College of Business Administration, http://www.umsl.edu/divisions/business/undergrad_advising/nav_index/ugrad_advising_index.html
- College of Education, <http://coe.umsl.edu/web/divisions/programs/teach-cert/index.html>
- College of Fine Arts and Communication, <http://www.umsl.edu/divisions/cofac/advising.html>
- School of Social Work, <http://www.umsl.edu/~socialwk/about/contact.html>
- Students in professional or pre-professional programs (such as Engineering, Nursing, Optometry, Pre-Health Sciences, and Pre-Law) should contact the following offices for advising assistance:
- Joint Undergraduate Engineering Program, <http://www.umsl.edu/divisions/engineering/advising.html>
- College of Nursing, <http://www.umsl.edu/divisions/nursing/current-students/advising.html#advise>

- College of Optometry,
<http://www.umsl.edu/divisions/optometry/faculty/bwbrown.html>
- Pre-Professional Programs,
<http://www.umsl.edu/divisions/artscience/pdf/DepartmentAdvisors32010.pdf>
- Honors College Students: All Honors students should go to the Pierre Laclède Honors College for advising. Once they have met with an honors advisor, the student should also visit their assigned advisor in their majors. Undecided Honors students should also go to the Honors College for academic advising, as well. This is for all students in the four-year and two-year Honors Program. The link for advisors information is:
http://www.umsl.edu/divisions/honors/pdfs/HONORS%20ADVISING%2010_11.pdf
- Any questions or inquiries regarding these services should be directed to the individual colleges or the Center for Student Success at
www.umsl.edu/services/css
- Off Campus Sites Advising Information:
<http://umslce.org/index.php/off-campus-sites>
Jefferson College, Mineral Area College, St. Charles Community College, St. Louis Community College at Wildwood, Forest Park and South County Education Center and University Center
Teri Furlow furlowt@umsl.edu 636-422-2007
Sue Bateman batemans@umsl.edu 636-797-3000 ext 244

UMSL Majors and courses:

Jefferson College- Elem Ed
 Mineral Area College- BSW, MSW, MSN
 St. Charles Com Col- Psychology, CCJ, BSN, MSN, and Business
 St. Louis CC @Wildwood- Ele Ed, Business, and BLS
 St. Louis CC@Forest Park- BSN
 St. Louis CC@South County- CCJ and Business

Additional Advising Information for Each College, School or Unit:

Center for Student Success and Undergraduate Advising

The Center for Student Success serves as the advising home for undeclared majors and those admitted to the Bachelor of Interdisciplinary Studies degree program.

The Center can also assist students who are transitioning from one major to another.

Students who are exploring majors work individually with advisors in the Center and may utilize assessments to assist students in determining how their own personality and interests can help with deciding upon a major or career field. Students interested in pursuing a Bachelor of Interdisciplinary Studies must have completed at least one term at UMSL and submit a written application for consideration. Students will work with an advisor to propose a customized curriculum to meet their career goals.

The Center also presents helpful workshops throughout the academic year on various helpful topics such as: Time Management, Study Skills, Test-taking Skills, etc. A full schedule of workshop presentations is posted on the web address below.

CONTACT INFORMATION

LOCATION:

225 Millennium Student Center
One University Boulevard
St. Louis, Missouri 63121-4499

MAIN OFFICE HOURS:

Monday- Thursday 8:00am – 6:00pm
Friday 8:00am – 5:00pm
Saturday-Sunday Closed

(314) 516-5300 phone

(314) 516-4725 fax

By email at: [css AT umsl edu](mailto:css@umsl.edu)

The office is open during Spring Break.

MEET THE STAFF

Via Web: <http://www.umsl.edu/services/css/staff.html>

Or Via Phone: (314)516-5300.

APPOINTMENTS

Advisors are available in CSS on a walk-in basis.

College of Arts and Sciences

College of Fine Arts and Communication

While the College of Arts and Sciences and the College of Fine Arts and Communication are two separate colleges, professional advisors are available for BOTH units in one central location, 303 Lucas Hall. In general, these colleges apply

a three-tier approach to academic advising. At the first tier, most majors will meet with professional advisors for their first semester at UMSL (freshmen and transfer). At the beginning of the second semester and after, students are encouraged to be advised in the departments for their majors, the second tier. At this level with faculty advisors within the academic departments (often by appointment), though many students may continue to see professional advisors, too, as needed. **Certain majors, however, are required to meet with their faculty/departmental advisors from the very first semester: Anthropology, Art Education, Biochemistry & Biotechnology, Chemistry and Biochemistry, Economics, Music, Physics and Astronomy, and Pre-Social Work and Social Work.** The third tier includes advising for pre-law and pre-health sciences (e.g., pre-med, pre-dental, pre-optometry, pre-pharmacy, and pre-vet, etc). With regard to pre-professional studies, it is most helpful to see the appropriate pre-professional advisor in the first semester of the freshman year. Likewise, students seeking information and advice on certificate programs and centers within the colleges, should speak to a professional advisor for information and referrals.

The major disciplines within each college are listed below as follows:

The College of Arts and Sciences includes the following major disciplines:

Anthropology	History
Biochemistry and Biotechnology	Mathematics and Computer Science
Biology	Philosophy
Chemistry and Biochemistry	Physics and Astronomy
Criminology and Criminal Justice	Political Science
Economics	Psychology
English	School of Social Work*
Languages	Sociology

The College of Fine Arts and Communication includes the following major disciplines:

Art (Fine and Studio Arts/Art Education)
Art History
Communication
Music
Theatre, Dance and Media Studies

Contact Information

LOCATION:

Room 303 Lucas Hall, North Campus
One University Boulevard
St. Louis, MO 63121-4499

MAIN OFFICE HOURS:

Monday, Thursday, Friday
8:00 am – 5:00 pm
Tuesday, Wednesday
8:00 am – 7:30 pm
Saturday- Sunday Closed

(314) 516-5501 phone
(314) 516- 5415 fax

Visit us on Facebook: <http://www.facebook.com/pages/Saint-Louis-MO/College-of-Arts-Sciences-at-UMSL/191092099881>

MEET THE STAFF

Via Web: <http://www.umsl.edu/divisions/artscience/about/contact.html>

Via Web: <http://www.umsl.edu/divisions/cofac/administrators.html>

Or Via Phone: (314) 516-5501

For advisor contact information, please go to:

College of Arts and Sciences,
<http://www.umsl.edu/divisions/artscience/pdf/DepartmentAdvisors32010.pdf>

College of Fine Arts and Communication,
<http://www.umsl.edu/divisions/cofac/advising.html>

School of Social Work,
<http://www.umsl.edu/~socialwk/>
For further information, contact:
Shanta Kyles, 120 Bellerive Hall; 516-6385
kyles@umsl.edu

APPOINTMENTS

Advising appointments are recommended for first-time students. **To make an appointment, most students in these colleges may call 314-516-5501, or stop by 303 Lucas Hall.** The following majors, however, should refer to the advisor links above for the correct contact information:

Anthropology, Biochemistry & Biotechnology, Chemistry and Biochemistry,
Economics, Physics and Astronomy – See link for **College of Arts and Sciences**

Art Education, Music – See link for **College of Fine Arts and Communication**

Pre-Social Work and Social Work – See link for **School of Social Work**

All other majors may call for an appointment as noted above, or sign up for walk-in advising during the following day and times:

Monday, Thursday, Friday- 8:00am- 4:00pm; Tues. and Wed.-8:00 am-6:30 pm

College of Business Administration Undergraduate Advising

The College of Business Administration includes advising the following majors and emphasis areas:

Accounting	Logistics and Operations Management
Finance and Legal Environment	Management
Information Systems	Marketing
International Business	

For information about certificate programs and centers, please see a business advisor.

CONTACT INFORMATION

LOCATION:

487 Social Science and Business Bldg.

One University Boulevard

St. Louis, Missouri 63121-4499

(314) 516-5888 phone

(314) 516-6420 (fax)

MAIN OFFICE HOURS:

Monday- Wednesday

8:00 am – 7:00 pm

Thursday- Friday

8:00 am – 5:00 pm

Saturday-Sunday

Closed

email at: bus_undergrad@umsl.edu

MEET THE STAFF

Via Web:

http://www.umsl.edu/divisions/business/undergrad_advising/advisors.html

Or Via Phone: (314)516-5888

APPOINTMENTS

The College of Business offers "by-appointment advising" for all students who seek counseling about registration, graduation requirements, transfers, and more. All new students are required to make an appointment prior to registration.

Most appointments last approximately 30 minutes. Prospective students, particularly those from institutions outside the United States, should schedule 1 hour. **To see the assigned advisor for your area of Business, see:**

http://www.umsl.edu/divisions/business/undergrad_advising/Advisors/advisors_all.html.

To schedule an appointment:

- For Web Reservation, <https://apps.umsl.edu/webapps/ITS/SCOBA/login.cfm>
- **or** stop by 487 SSB and check in with our receptionist
- **or** call us at 314.516.5888

The College of Business Administration provides advisors each day to answer "Quick Questions" for students. Unfortunately, the student often has to wait to see the advisor, and the student does not have very much choice as to which advisor he or she would prefer to see. This is **not** a good way to check your progress toward graduation, solve a difficult problem, or plan your schedule. It is intended only for those **really quick** and basic questions.

You may also contact the College of Business Advising Office via email at bus_undergrad@umsl.edu and it will be answered as soon as possible. Remember, these questions must be quick and general.

College of Education Undergraduate Advising

Contact Information

LOCATION:

Room 155 Marillac Hall, South Campus
One University Boulevard
St. Louis, MO 63121-4499

(314) 516- 5937 phone
(314) 516- 6689 fax

MAIN OFFICE HOURS:

Monday –Wednesday
8:00am – 7:00pm
Thursday
8:00am – 5:00pm
Friday
8:00 am – 3:00pm

MW 5:00 – 7:00 by appt. only

MEET THE STAFF

Via Web: <http://coe.umsl.edu/web/divisions/programs/teach-cert/contact.html> Or Via Phone: (314) 516-5937

APPOINTMENTS

Academic advisor offices for Teacher Education Programs are located in the Teacher Certification & Advising Office (TC&A), 155 Marillac Hall. The academic advisors can provide guidance to all students seeking an undergraduate degree in Education and/or seeking teacher certification in Missouri. Arrange an appointment by calling (314) 516-5937 or by contacting Marlie Keller, receptionist, at kellermv@umsl.edu.

All students seeking an undergraduate degree and/or teacher certification should consult an Academic Advisor prior to or during the first semester Level I courses are taken. Students should meet with an advisor at least once per semester. **Please note:** Students may apply to the College of Education at the freshmen level. After 60 semester hours of college work with a cumulative grade point average of 2.5 or higher in all college-level coursework, pass the C-Base with a score of 235 or above and a documented ACT score, students are admitted to the Teacher Education Program. (See the UM-St. Louis Bulletin for complete list of requirements for formal admission to the Teacher Education Program or the link to Teacher Certification Programs Checklist above). Students must be in residence at UM-St. Louis for their last 30 semester hours to graduate and/or earn Missouri teacher certification.

Current academic advising information is also available on the web at <http://coe.umsl.edu/web/divisions/programs/teach-cert/index.html>

For information or to make an appointment call: 314-516-5937

Ask Us—To ask us a question about any aspect of the undergraduate and/or certification programs, please visit: <http://coe.umsl.edu/web/askme.cfm>

College of Nursing Undergraduate Advising

CONTACT INFORMATION

LOCATION:

Nursing Administration Building
Office of Student Services

MAIN OFFICE HOURS:

Monday 9:00 am – 5:00
Tuesday 9:00 am – 7:00

One University Boulevard
St. Louis, MO 63121-4499

Wednesday - Friday 9:00 am – 5:00
Saturday - Sunday Closed

Phone: (314) 516-6066

Note: The Student Services Office is open during Spring Break

Fax: (314) 516-7519

Email: nursing@umsl.edu

Website: www.umsl.edu/nursing

Although attending classes, earning good grades, and learning are the most important activities students will engage in at the University, there is more to negotiating college life successfully and that is where the Academic Advisors in the College of Nursing's Office of Student Service can be of assistance. Students in the College of Nursing must meet with an academic each semester for advising and course registration. The goal of the College's advising staff is to empower students and enhance their educational experience by providing exact information regarding their course of study, the nursing profession, and college life in general.

SUPPORT STAFF

Tanesha Walker, Secretary

walkertan@umsl.edu

314-516-6066

1st Floor, Nursing Administration Building

Warren Gibson, Department Assistant

gibsonwa@umsl.edu

314-516-7081

Office 110, Student Services

UNDERGRADUATE ADVISING STAFF:

Tina Saunders, Senior Academic Advisor

tina@umsl.edu

314-516-6070

Office 112, Student Services

Susan Schepker, Senior Academic Advisor

Susan_Schepker@umsl.edu

314-516-7084

Office 115, Student Services

Christina Vanatta, Academic Advisor

vanattac@umsl.edu

314-516-7193

Office 116, Student Services

APPOINTMENTS:

All undergraduate students in the nursing major are *required* to meet with an academic advisor from the College of Nursing each semester in order to register for classes. Advising appointments for students already enrolled in the College of Nursing last approximately 30 minutes. Advising appointments for *newly admitted* students last approximately 1 hour.

Students who are interested in changing majors to nursing are also encouraged to schedule an appointment, so that an advisor can review the transcripts in order to determine the student's eligibility to the nursing major. Informational appointments for prospective students last approximately 1 hour.

To schedule an appointment, please call our main office at 314-516-6066.

WALK-INS:

Because of the high volume of students that our academic advisors see, it can be difficult for us to accommodate walk-ins. We will try our best to assist students who do not schedule an appointment ahead of time; however, we cannot guarantee that an advisor will be available to immediately assist you. All students are encouraged to schedule an appointment in advance so that we can provide you with the best possible customer service.

Pierre Laclède Honors College Undergraduate Advising

The Pierre Laclède Honors College Advising Program recognizes that academic advising is an essential element of a student's college experience. Students and their assigned Honors faculty advisors work collaboratively to explore, plan and implement programs for potential majors, minors, the Honors Certificate and other certificate programs. All students in the Honors College *must* see their Honors advisor each semester. Through the Honors advising process and regular visits with advisors in their major departments, students develop the skills and knowledge they need to take responsibility for their academic development and success.

CONTACT INFORMATION

LOCATION:

Provincial House
One University Boulevard
St. Louis, MO 63121-4499

MAIN OFFICE HOURS:

Monday - Friday 8:00 am – 5:00 pm

Advising is available during spring break.

Phone: (314) 516-5243

Fax: (314) 516-6873

Website: <http://www.umsl.edu/divisions/honors/>

ACADEMIC ADVISORS

*available during summer, as well as fall and spring terms.

KIM BALDUS C201

balduski@umsl.edu

516-4231

Art and Art History

History

Psychology

Philosophy

BOB BLISS* P1B

blissr@umsl.edu

516-6874

Business

Engineering

Interdisciplinary Studies

Liberal Studies

GERIANNE FRIEDLINE C206

friedlineg@umsl.edu

516-7874

Education (except for Music Education majors)

Theatre and Dance/Media Studies

Undeclared Majors with last names beginning with Q-Z

DANIEL GERTH* C202

gerthd@umsl.edu

516-7197

Biology

Chemistry

Health Sciences (pre-med, pre-pharmacy, pre-vet, and pre-optometry)

Mathematics and Computer Science

Nursing

Physics and Astronomy

NANCY GLEASON* C212

nancygleason@umsl.edu

516-6629

Music and Music Education

Writing Certificate Program

Education majors

Double majors

Students with advising difficulties

CHAD A. HANKINSON C203

hankinsonc@umsl.edu

516-7152

Anthropology

Criminology and Criminal Justice

Economics

Communications

Political Science

Pre-law

Sociology

Social Work

Undeclared majors with last names beginning A-I

BIRGIT NOLL C204

nollb@umsl.edu

516-4230

English

Foreign Language

International Business Undeclared majors with last names beginning J-P

Joint Engineering Program

CONTACT INFORMATION

LOCATION:

228 Benton Hall
One University Boulevard
St. Louis, Missouri 63121-4499

MAIN OFFICE HOURS:

Monday – Friday 8:00am – 5:00pm
Saturday-Sunday Closed

Phone: (314) 516-6800
Fax: (314) 516-6801

Website: <http://www.umsl.edu/divisions/engineering/index.html>

Engineering students must enroll through their Joint Engineering Advisor each semester. Please email or call Mary McManus at mcmanus@umsl.edu; 314-516-7018 with questions or to schedule an appointment.

UNDERGRADUATE ADVISING STAFF:

Mary McManus
Assistant Director of Student Services
UMSL/Washington University Engineering
Program
Main Number: 314-516-6800

College of Optometry

CONTACT INFORMATION

LOCATION:

331 Marillac Hall
One University Boulevard
St. Louis, Missouri 63121-4499

MAIN OFFICE HOURS:

Monday- Friday 8:00am – 5:00pm

Phone: (314) 516-5606
Fax: (314) 516-6263
Email: optometry@umsl.edu
Website: <http://optometry/umsl.edu>

ADVISING STAFF:

Dr. Barbara Brown
Manager Student Services
343 Marillac Hall
516-6030

Other related advising resources for all students:

- Degree Audit Report System (DARS): <http://www.umsl.edu/services/dars/>
- Online Schedule:
https://apps.umsl.edu/webapps/courseschedules/search_basic.cfm
- UMSL Bulletin (Majors, minors, certificates, course descriptions, regulations)
Math Placement Information: <http://www.umsl.edu/bulletin/>
- Math Placement Test Dates:
http://www.umsl.edu/services/css/testing_center/testdates.html
- Math Placement Test Review Materials:
<http://www.cs.umsl.edu/PlacementTest/>
- Forms (Registration, Drop/Add, Section Change, etc.):
<http://www.umsl.edu/~registration/student/downloadable-forms-index.html>
- Registration and Other Deadlines/Semester Calendar:
<http://www.umsl.edu/~registration/about/calendar.html>