

# Student Success Advising Syllabus

## Southern Utah University

---

**Main Office:** Sharwan Smith 205

**Additional Offices:** Business Building 1<sup>st</sup> floor  
Education Building 3<sup>rd</sup> floor  
Geosciences Building 3<sup>rd</sup> floor

**Phone:** 435.586.5420

**Appointments:** Call 435.586.5420 or go online <https://www.suu.edu/advising/>

---

### **FERPA Information**

By Federal law we are unable to share your educational records with other parties—even your parents, spouse, or children. If you wish to let another person have access to your information and/or make decisions on your behalf, you **MUST** file an **Authorization to Release Educational Information**, which is available at the Registrar’s Office and online (<https://www.suu.edu/registrar/pdf/releaseofinfo.pdf>).

Information disseminated over e-mail will only be sent to your preferred e-mail account. You can change/update that e-mail at any time through your mySUU Portal. Please keep an updated e-mail account in the system at all times, as it is an official form of University communication.

### **Advisor Responsibilities**

---

We will:

- Strive to get to know you as an individual.
- Understand and effectively communicate curriculum, graduation requirements, university policies and procedures.
- Assist and guide students in creating realistic goals and assist in developing an educational plan consistent with goals.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Monitor and accurately document students’ progress toward meeting their goals.
- Listen to students’ concerns and respect individual values and choices.
- Assist students in gaining decision-making skills and for assuming responsibility for their actions and educational choices.
- Identify appropriate resources for students throughout campus.
- Provide information on educational opportunities outside the classroom.

## **Student Learning Outcomes**

---

To best work together, we ask that you:

- Schedule and attend appointments with your advisor each semester. Be prepared for each advising session with questions or material for discussion.
- Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings.
- Become knowledgeable about college programs, policies, and procedures.
- Organize official documents in a way that enables you to access them when needed. Keep a personal record of your progress toward meeting your goals.
- Accept responsibility for decisions pertaining to your personal academic progress.

## **Student Learning Outcomes**

---

By working with Student Success Advisors, students will be able to:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will understand the relationship between classroom experiences and academic, career, and personal goals.
- Students will understand the importance of including experiences outside the classroom such as internships, study abroad, undergraduate research, and/or service learning.

## **Tips for getting the most out of your advising time**

---

- If you don't understand something, speak up and let your advisor know! We want you to understand, and it helps to know if you're confused.
- Make an appointment to meet with your advisor each semester to check your progress and to discuss any challenges you're experiencing.
- Use DegreeWorks to monitor your progress through your degree. If anything looks off, ask your advisor about it ASAP.
- Come to appointments prepared with questions and, if you want to talk about registration, with a list of possible classes for the upcoming semester.
- Bring something to write with and something to write on. We'll cover a lot of information in some meetings, and taking notes will help you remember what we discussed.

### **Recommended Resources:**

General Education Requirements <http://suu.edu/academics/ge/>

Major List <https://www.suu.edu/programs/?options=Bachelor>

Registration Information <http://suu.edu/registrar/>

Financial Aid <http://www.suu.edu/financial/>