Colorado Mesa University - Student Success and Engagement

Advising Syllabus

<table>
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<tr>
<th>Office Location: Lowell Heiny Hall, First Floor</th>
<th>Phone Number: 970-248-1340</th>
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<tbody>
<tr>
<td>Office Hours: Monday – Friday, 8am – 5pm</td>
<td>Email: <a href="mailto:studentsuccess@coloradomesa.edu">studentsuccess@coloradomesa.edu</a></td>
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<td></td>
<td>Website: <a href="http://www.coloradomesa.edu/studentsuccess">www.coloradomesa.edu/studentsuccess</a></td>
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Mission Statement: Student Success and Engagement (SSE) fosters personal and academic growth and independence for all Colorado Mesa University students, especially first generation, by providing comprehensive, individualized support and services.

Student Learning Outcomes:

As a result of participating in SSE Advising, first-year students will...

- Be able to name their SSE advisor
- Understand the role of their SSE advisor
- Value the relationship with their SSE advisor
- Demonstrate knowledge of at least two resources or services that are helpful to their overall success
- Utilize a minimum of one campus resource or service

Who is my Advisor?

- To find your advisor(s), go to your Student Profile in MAVzone.

CMU has different types of advisors:

- SSE Advisor (this is us!)
  - SSE offers one-on-one coaching and mentoring to help students navigate college and achieve success. SSE staff supports students from all backgrounds, particularly first-generation students. Students in the many programs associated with SSE will have an SSE advisor along with a faculty advisor.
- Faculty Advisor
  - A faculty advisor is assigned when you declare your major. They are a specialist in your chosen field who can help you understand major-specific requirements and help you prepare for your future career. Meeting with your faculty advisor can help save you time and money.
- IRIS Advisors
  - Before you declare a major, you may be assigned to an IRIS advisor, who can help you choose a major, register for classes, and get a better understanding of your academic requirements. If you are in SSE, you will have an SSE advisor instead of an IRIS advisor.
### The Advising Relationship – Student and Advisor Expectations

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<tr>
<th>Expectations of Students</th>
<th>Expectations of Advisors</th>
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<tr>
<td>Approach advising with an open mind and willingness to participate</td>
<td>Welcome students with a positive and genuine attitude while listening non-judgmentally to students’ needs, concerns and ideas</td>
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<tr>
<td>Know whom to contact for advising help and understand advisor and student role in advising process/relationship</td>
<td>Be available and accessible to student advisees to meet in-person, by phone, email, or video call.</td>
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<td>Attend and be prepared for scheduled advising meetings</td>
<td>Help students develop plans of study, select appropriate courses, and plan for registration.</td>
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<tr>
<td>Read and respond to communication and outreach from advisor and other University offices</td>
<td>Be knowledgeable about campus and community resources and make appropriate referrals.</td>
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<tr>
<td>Follow up on recommendations and referrals from advisor</td>
<td>Assist students with learning and using university technology such as: D2L, Degree works, MAVzone, Student Profile, Handshake, ePay, etc.</td>
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<tr>
<td>Learn about resources and campus technology that promote success (ex: Library, TRIO, D2L, MAVzone, Degree Works, etc)</td>
<td>Explain academic and financial policies and help students navigate related processes.</td>
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<tr>
<td>Be prepared to ask questions, share challenges, make choices, and seek help when needed</td>
<td>Guide students in exploration of interests, majors, career paths, academic and co-curricular opportunities that support development of realistic educational goals.</td>
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<td>Take responsibility for educational goals and academic performance</td>
<td>Support students in becoming independent, self-confident decision-makers and problem-solvers.</td>
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<td>Be aware of important dates and deadlines, and University policies and procedures</td>
<td>Maintain FERPA privacy and confidentiality standards.</td>
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<td>Develop an academic plan and prepare for course registration</td>
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### Do I Need an Appointment?  

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<tr>
<th>Scheduled Appointment</th>
<th>Drop-In Advising</th>
<th>Email</th>
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<td>• Generally a 30-minute reserved meeting time (some meetings can be scheduled for one hour)</td>
<td>• Generally a 15-minute meeting time</td>
<td>• General inquiries</td>
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<tr>
<td>• More involved questions and detailed discussion, such as:</td>
<td>• First-come, first-served, so there may be a wait</td>
<td>• Policy/process clarifications</td>
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<tr>
<td>o Academic strategies</td>
<td>• Quick questions such as:</td>
<td>• Questions about where to find forms or other resources</td>
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<tr>
<td>o Major exploration/change</td>
<td>o Help with a simple schedule change</td>
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<tr>
<td>o 4-year planning</td>
<td>o Questions about holds</td>
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<tr>
<td>o Registration preparation</td>
<td>• Just to check in 😊</td>
<td></td>
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<tr>
<td>o Complex schedule changes</td>
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<td>o University withdrawal</td>
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<td>o Personal concerns</td>
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<td>o Financial aid/budgeting</td>
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<td>o Anything else!</td>
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Guidelines for Contacting your Advisor

Via Email
- Always use your CMU email!
- Include your first and last name and 700#
- Share your question or issue and any other relevant information

Via Phone
- Identify yourself with first and last name
- If leaving a message, also provide your 700# and callback phone number
- Make sure your voicemail is set up and voicemail box is not full!
- Brief statement of question or issue

Appointment Scheduling
- Visit our website at www.coloradomesa.edu/studentsuccess
- Choose the Appointment Quick Link category that is most applicable to you
- Select an appointment type and choose your assigned advisor to reserve a time on their calendar
- If you aren’t sure who your advisor is, give us a call!

Advising Appointment Tips

Before
- Determine what type of advising appointment you need
- Review DegreeWorks and/or your program requirements
- Come prepared with questions

During
- Show up on time and check in at the front desk
- Turn off or silence your cell phone and take out any earbuds
- Be open with your advisor about how things are going
- Be willing to share about yourself, so we can better understand your goals and interests
- Ask questions!

After
- Keep a record of any information you learned
- Complete any necessary follow-up steps
- Contact your advisor with follow-up questions
### Typical Annual Advising Calendar

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<th>Month</th>
<th>Activities</th>
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| August     | • Make sure your class schedule is all set  
             • Prepare for classes to start - get supplies and books                  |
| September  | • Get to know you meetings with Advisors  
             • Academic standing meetings                                              |
| October    | • Review early alert feedback and visit with professors as needed  
             • Prepare for registration for next semester - resolve holds!             |
| November   | • Registration for spring semester  
             • Thanksgiving Break                                                        |
| December   | • Finals!  
             • Are you on any waits lists? Continue to check your CMU email over break! |
| January    | • Are you on any wait lists? Continue checking your CMU email over break!  
             • Make sure your class schedule is all set and you have supplies and books |
| February   | • Academic standing meetings  
             • Second semester is a good time for major/career exploration              |
| March      | • Review early alert feedback and visit with professors as needed  
             • Prepare for registration for next semester - resolve holds!             |
| April      | • Registration for Summer and Fall semester                                  |
| May        | • Finals!  
             • Continue to check your CMU email over break!                            |
| June       | • Summer term  
             • Continue to check your CMU email over break!                            |
| July       | • Summer term  
             • Continue to check your CMU email over break!                            |

### Each semester I will:
- Review and discuss my academic plan/goals with my advisor prior to registering for classes
- Run a degree audit/what if scenario using the Degree Works app in MAVzone to determine my progress toward graduation
- Review the requirements for my program as outlined in the Academic Catalog to make sure I am on track
- Check that my contact information is correct in MAVzone and update it if necessary
- Determine how I will pay my bill and contact IRIS if I need help with financial aid and payment plan options
- Review important dates and deadlines for adding, dropping, and withdrawing from classes

### Ongoing, I will:
- Check my MAVs student email
- Read MAVzone announcements and keep up with campus events