

# SECOND YEAR ACADEMIC ADVISING SYLLABUS

University of South Alabama  
“Learn More, Lead More, Be More!”

Appointments: SSC Campus via Paws and Navigate

## **Purpose:**

Second Year Academic Advisors assist our diverse second year undergraduate student population with the development and implementation of comprehensive education plans consistent with established values and stated academic and career objectives.

---

**A Second Year Academic Advisor’s purpose is to encourage you as a second year student to become self-directed learners, socially connected, and diverse citizens.**

During your second year, it is so important that you connect to the resources provided to you by the university and the rest of the South Alabama community. This includes opportunities for you to connect within your major home, achieve academic success, look after your well-being, and be involved with student organizations. Your Academic Advisors will provide resources that allow you as a Second Year student to make connections between your major and future career while creating a sense of belonging at the university.

**As a second year student we want you to learn more, lead more, and be more.**

For ways to further prepare for your academic advising appointments, visit:

<https://www.southalabama.edu/departments/academicadvising/>

---

## **LEARNING OUTCOMES:**

**As a Second Year Student you will need to demonstrate you know**

- Degree requirements.
- When to take courses based on your understanding of prerequisites and course sequences.
- How to locate career and professional development opportunities available to you, as well as on-campus support for the exploration of career paths.
- Academic policies and procedures.
- Campus resources and support systems that promote academic success.
- How to direct your actions to achieve your goals.

- How to connect campus involvement to future goals through leadership and mentorship programs.
- The importance of resources and leadership opportunities within your major.
- The impact of finding your place within the University's community.

### **You will demonstrate that you have the ability to**

- Develop an academic plan.
- Understand your degree progression by using Degree Works in PAWS.
- Reflect upon your academic and career goals.
- Develop skills and strategies for academic success by utilizing the resources provided to you by the university.
- Take responsibility for your academic progress and success.
- Reflect on your personal values and interests.
- Seek opportunities related to your academic goals.
- Connect within your major department.
- Engage in deep conversation that further supports your purpose and values in life.

### **You will demonstrate your value/appreciate**

- The importance of academic planning and your responsibility in the process.
- The importance of enhancing your undergraduate experience with academic opportunities and nonacademic opportunities.
- What it means to be an educated citizen of South Alabama in a diverse and global society.
- The educational process and life-long learning.

---

### **STUDENT EXPECTATIONS:**

1. Schedule and attend an advising appointment before your registration date to ensure on time semester registration and degree progression.
2. Track your progress using Degree Works, and seek advice from your advisor to stay on track towards a four-year graduation plan.
3. Become an active participant in the advising appointment. Be prepared to discuss goals, academics, and career plans.
4. Complete **30-36 credit hours** each academic year (including summer if necessary) to stay on track to graduate in four-years.
5. Prepare for each advising appointment with questions and/or materials to discuss. Come to the meeting with an idea of courses you would like to take for the following semester.
6. Ask questions if you do not understand an issue or have concerns.
7. Understand degree requirements for your declared major.
8. Be aware of drop/add deadlines and university requirements and policies.

9. Be responsible for your academic decisions.
  10. Maintain good academic standing.
  11. Follow-up on referrals and recommendations and talk to your assigned advisor about the outcome of referrals.
  12. Write emails to faculty and staff that include your first and last name including your Jag Number.
  13. Maintain professionalism in your Jagmail correspondence.
  14. Silence your cell phone during advising appointments.
  15. Identify your faculty advisor and the steps on how to meet with them.
  16. Join a student organization that has a direct relationship to your major or academic department.
  17. Focus your thoughts, emotions, and actions to align with your morals and beliefs.
  18. Take part in Study Abroad, internships, seminars, and other opportunities that help you grow in your learning.
- 

## **ADVISOR EXPECTATIONS**

1. We will be accessible to you during reasonable hours.
2. We will understand the curriculum, graduation requirements, and university policies.
3. We will provide accurate information to the best of our ability.
4. We will discuss and be knowledgeable of specific university, college, and departmental requirements, procedures, and deadlines.
5. We will help you define and develop realistic goals, as well as discuss the connection between academic preparation and career opportunities.
6. We will assist you in planning courses consistent with your abilities and interests.
7. We will offer referrals to other services, departments, and specific individuals as we identify special needs.
8. We will connect you with services and programs provided by the college and the university.
9. We will respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your interests.
10. We will follow [FERPA regulations](#) and only disclose information you allow us to share with individuals outside of the university like your parents, partner, etc.,
11. We will provide you with information to help you make informed academic decisions.
12. We will encourage active participation in student organizations that directly relate to your major or academic department.
13. We will provide information helpful for your transition to a faculty advisor.
14. We will help you reflect on your academic journey through Academic Coaching.
15. We will help you recognize potential barriers to success and guide you through achieving your goals.

---

## APPOINTMENTS

You can schedule an appointment with an academic advisor online through Navigate South. You can look up your advisor in your PAWS account or in Navigate South.

---

## Key Resources

<a href="#">Academic Calendar</a>	<a href="#">Counseling &amp; Testing</a>	<a href="#">University Bulletin</a>	<a href="#">Multicultural Student Affairs</a>
<a href="#">Scholarship Services</a>	<a href="#">Study Abroad</a>	<a href="#">Career Services</a>	<a href="#">Student Activities</a>
<a href="#">Student Academic Success</a>	<a href="#">University Registrar</a>	<a href="#">Center for Educational Accessibility &amp; Disability Resources</a>	<a href="#">Office of Financial Aid</a>

## Important Dates & Academic Calendar

Fall Semester	Spring Semester
<p><b>August:</b></p> <ul style="list-style-type: none"> <li>Attend the first day of class.</li> <li>Understand drop/add dates and other deadlines.</li> </ul> <p><b>September-October:</b></p> <ul style="list-style-type: none"> <li>Schedule appointment with advisor to plan for spring</li> </ul> <p><b>October:</b></p> <ul style="list-style-type: none"> <li>Be aware of withdraw deadlines</li> <li>Speak with an advisor before withdrawing!</li> <li>Register for classes once eligible</li> </ul> <p><b>November:</b></p> <ul style="list-style-type: none"> <li>Check in with your advisor on academic progress</li> <li>Make a Academic Coaching meeting</li> </ul> <p><b>December:</b></p> <ul style="list-style-type: none"> <li>Prepare for final exams</li> </ul>	<p><b>January:</b></p> <ul style="list-style-type: none"> <li>Attend the first day of class</li> <li>Understand drop/add dates and other deadlines</li> </ul> <p><b>February-March:</b></p> <ul style="list-style-type: none"> <li>Schedule an appointment to meet with your advisor to plan for summer/fall</li> <li>Be aware of withdraw deadlines</li> <li>Speak with an advisor before withdrawing!</li> </ul> <p><b>April:</b></p> <ul style="list-style-type: none"> <li>Register for classes once eligible</li> <li>Check in with your advisor</li> <li>Make Academic Coaching meeting</li> </ul> <p><b>May:</b></p> <ul style="list-style-type: none"> <li>Connect with Faculty advisor</li> </ul>

---

## IMPORTANT ADVICE FROM YOUR ADVISOR

- Go to class every day.
- Get to know your professors.
- Maintain good academic standing each term which is a 2.0 or higher.
- Read your JagMail every day.
- Meet your Academic Advisor each semester.
- Develop good study habits
- Seek academic assistance through the Center for Academic Excellence and your professors.
- Meet with your Academic Advisor before dropping a course to make sure it does not affect your financial aid or academic progress.
- Be aware of your class grades in Canvas.
- Check your degree audit in Degree Works through PAWS regularly.
- Connect with organizations and clubs that align with your goals and major.
- Set long and short term goals each semester and reflect on them at the end of each term.
- Engage in your learning by actively participating.
- Form relationships with professors and staff in your major home.
- “Learn More, Lead More, Be More”
- Develop a growth mindset by embracing positive and negative changes .
- Create opportunities that help you reach your goals.

*Understand that your advisor will not make decisions for you during advising sessions. The educational choices you make are yours and the responsibility of knowing and fulfilling degree requirements rests with you (Gordon, et al., 2011).*