



AUM College of Arts and Sciences

Academic Advising Syllabus

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Academic Advising

Academic Advising is a shared responsibility between student and advisor that includes certain student learning outcomes as well as expectations for both student and advisor.

AUM Advising Mission Statement

AUM advisors serve to contribute to a learning process through which students are supported and challenged towards academic success and persistence through degree completion.

Student Responsibilities

As an AUM student, you are expected to:

- ◆ Schedule and attend an advising appointment at least once per semester.
- ◆ Regularly check campus e-mail for correspondence from advisor and reply as needed
- ◆ Be proactive and take ownership of academic endeavors
- ◆ Prepare for advising appointment
- ◆ Actively participate in advising by asking questions and by sharing and clarifying goals.
- ◆ Follow through on advising recommendations in a timely way.

Special Needs: It is the policy of AUM to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. If you need accommodations, you are asked to arrange a meeting during office hours as soon as possible.



Advisor Responsibilities

1. Be knowledgeable about programs and graduation requirements, policies, and procedures.
2. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Provide appropriate referrals campus services and resources.
4. Be accessible via phone, email, and by appointment and respond to students in a timely way.
5. Follow through on actions promised to students.
6. Recommend appropriate classes and describe catalog of record and other tools/resources to assist students in course selection and registration.
7. Be available to meet with advisee during scheduled advising hours or by appointment.

Policies and Procedures

Advising center website

<http://sciences.aum.edu/advising>

Academic Calendar

<http://www.aum.edu/academics/academic-calendar>

Cancellation Policy

<http://www.aum.edu/admissions/financial-affairs/cashier-office/registration-cancellation>

Attendance Policy

<http://www.aum.edu/docs/default-source/university-policy/aum-attendance-policy.pdf?sfvrsn=0>

Transient course procedure

<http://www.aum.edu/admissions/transient-enrollment>

Grade adjustment

[http://www.aum.edu/academics/registrar-office/grade-adjustments-\(grade-forgiveness\)](http://www.aum.edu/academics/registrar-office/grade-adjustments-(grade-forgiveness))

Withdrawal Policy

[http://sciences-srv.aum.edu/~ywang/teaching/AUM/advising/Withdrawal%20Policy\(FINAL\).pdf](http://sciences-srv.aum.edu/~ywang/teaching/AUM/advising/Withdrawal%20Policy(FINAL).pdf)

Add/Drop Procedures

https://my.aum.edu/web/wiki/webster?p_p_id=54_INSTANCE_IM7k&p_p_lifecycle=0&p_p_state=pop_up&p_p_mode=view&_54_INSTANCE_IM7k_struts_action=%2Fwiki_display%2Fview&



Resources

- ♦ **Student Handbook (or International Student Handbook)**
<http://www.aum.edu/docs/default-source/Student-Affairs/student-handbook-2014-2015.pdf?sfvrsn=0>
<http://www.aum.edu/docs/default-source/International-Student-Docs/aum-international-student-handbook6b4ad724da106f26a652ff000005733f.pdf?sfvrsn=2>
- ♦ **Undergraduate Catalog**
<http://www.aum.edu/academics/catalogs>
- ♦ **Office of Advocacy**
<http://www.aum.edu/campus-life/student-affairs/departments/office-of-advocacy>
- ♦ **Counseling Center**
<http://www.aum.edu/campus-life/student-affairs/departments/counseling-services/contact-us>
- ♦ **Degree Plans**
<http://www.aum.edu/schools/college-of-arts-sciences>
- ♦ **Support Web Pages - WASC, ISL, Learning Center, Career Development Center**
<http://www.aum.edu/academics/warhawk-academic-success-center>
<http://www.aum.edu/academics/warhawk-academic-success-center/learning-center-isl/instructional-support-lab>
<http://www.aum.edu/academics/warhawk-academic-success-center/learning-center-isl>
<http://www.aum.edu/campus-life/student-affairs/departments/career-development-center/contact-us>
- ♦ **Webster Registration Instructions**
- ♦ **Final Exam Schedule**
<http://www.aum.edu/academics/graduation/final-exam-schedule>
- ♦ **Class Meeting Times**
<http://www.aum.edu/academics/class-meeting-times>
- ♦ **Financial Aid**
<http://www.aum.edu/admissions/financial-affairs/financial-aid>
- ♦ **Grade Adjustment/Course Repeat Policy**
[http://www.aum.edu/academics/registrar-office/grade-adjustments-\(grade-forgiveness\)](http://www.aum.edu/academics/registrar-office/grade-adjustments-(grade-forgiveness))
- ♦ **Cost Estimator (Balance Calculator)**
<https://mars.aum.edu/aumcostestimator/>



Resources

- ◆ **ITS Helpdesk**
https://my.aum.edu/web/wiki/home?p_p_id=54_INSTANCE_NA3n&p_p_lifecycle=0&p_p_state=pop_up&p_p_mode=view&_54_INSTANCE_NA3n_struts_action=%2Fwiki_display%2Fview&_54_INSTANCE_NA3n_nodeName=Help+Desk&_54_INSTANCE_NA3n_title=FrontPage
- ◆ **Scholarships**
<http://www.aum.edu/admissions/financial-affairs/scholarships>
- ◆ **Junior/Senior Faculty Advisors**
- ◆ **Involvement Opportunities**
- ◆ **AUM Advising Resources**
<http://www.aum.edu/academics/advising/degree-works>
- ◆ **Registration FAQ's**
- ◆ **WAC**
- ◆ <http://www.aum.edu/academics/writing-across-the-curriculum>



Advisee Checklist

Prior to the start of my first semester, I will...

- 1) Register for classes via Webster and print my class schedule for the upcoming semester.
- 2) Decide how to pay my bill and make any necessary contacts if help is needed with financial aid and payment options.
- 3) Review Resource Links to find important information about student activities, student services, the Online Help Desk, and tutoring.
- 4) Sign up for the AUM alert system which will provide me with text, phone and/or email alerts when the college is closed, when my classes are cancelled, or when the college has reminders to share.

Each semester I will...

- 5) Decide how to pay my bill and make any necessary contacts for help with financial aid and payment options.
- 6) Review my address, phone number, and major in Webster and make any needed updates.
- 7) Review the requirements for my program as outlined in my catalog of record on the AUM website and Degree Works.
- 8) Review and discuss my academic plan/goals with my advisor prior to registering for classes.
- 9) Run a degree evaluation for myself from Degree Works to determine the status toward my degree.
- 11) Meet with a career advisor and explore career options using assessments and other resources if I am undecided or to gain additional information about my major.

Ongoing I will...

- 12) Check my AUM email daily.
- 13) Read AUM and Blackboard announcements and review bulletin boards for information about campus events and student clubs/organizations.

GENERAL STUDENT INFORMATION

- Most courses are worth 3 semester credit hours. A few are worth 4, and science labs are usually worth 1 credit hour.
- A full time class load is at least 12 credit hours (approximately 4 courses).
- A part time class load is at least 6 credit hours (approximately 2 courses).
- The average class load is between 12 to 15 credit hours (approximately 4 or 5 courses). You may take up to 18 credit hours, but this is not recommended.
- To receive financial aid, you must register for at least 6 credit hours. Some types of financial aid require registration for at least 12 credit hours. Check with the Financial Aid Office, if you have questions about this matter.
- Most insurance companies require students to register for at least 12 credit hours to stay on their parents' insurance while they are in school. Check with your parents' insurance company, if applicable.
- Spring 2017 semester starts on January 9, 2017.

Key to Webster terms and abbreviations:

C = closed (no seats are available)

CRN = course reference number (4 digit number – in blue – for a particular section of a course)

WI = writing intensive course (includes one extra hour of credit)

BIOL = Biology

ENGL = English

HIST = History

MATH = Mathematics

MUSI = Music

NURS = Nursing

PHIL = Philosophy

BUSBLD = Clement Hall

Business Bldg. = Clement Hall

EDUCBL = Education Building

Goodyn = Goodwyn Hall

LATECH = Liberal Arts Building

LIBART = Liberal Arts Building

NURSNG = Moore Hall (Nursing Building)

Science building = Goodwyn Hall

UNICTR = Taylor Center

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

TBA = online class

POLS = Political Science

PSCI = Physical Science

PSYC = Psychology

SOCI = Sociology

THEA = Theater

VISU = Visual Arts