

Academic Advising Syllabus

Advising Overview

We assist you in understanding your academic requirements, enabling you to complete your program requirements as efficiently as possible. Through one-on-one meetings, we help you develop the skills necessary to be successful.

Philosophy of Advising

Students are at the heart of guiding our decisions on a daily basis. We are here to help make sure your academic and career goals become a reality. By asking questions and providing resources, we encourage you to think critically and make informed decisions. We value diversity and support students in their individual endeavors. Integrity is a platform of our professional values. We understand the information we provide you with has a lasting impact on your future. It is ultimately your responsibility to know and to meet all university requirements, rules, and regulations. Using our experience, knowledge, and connections, we will do our very best to guide you through a successful educational journey.

To Schedule Appointments

To schedule an appointment with our office, call us at 406-657-2240 or email us at advising@msubillings.edu.

We offer appointments in person, over the phone, or via WebEx. Be sure to indicate your setting preference when scheduling your appointment. We also offer walk-in availability, designed to provide you with on-the-spot assistance in a short timeframe. If you wish to meet with your specific advisor during walk in's, please contact our office to check their hours.

Students can also schedule appointments with their assigned Advisor(s) through [Navigate](#)



Advising Center Location

McMullen First Floor West Wing



Phone Number

406-657-2240



Email

advising@msubillings.edu



Website

www.msubillings.edu/advice

Roles and Responsibilities

As advisors, we will work with you for the first few semesters of your degree before you are eventually assigned a faculty advisor within your major. As advisors, we can help with degree questions, change of major/minor, registering for courses, plans of study, and general check-ins as you might need/want!

Our advising relationship with you is a collaborative process. Ultimately, it is your responsibility to meet all university requirements, rules, and regulations. However, we have outlined some responsibilities that help ensure you have a successful experience as we work together to help you achieve your educational and professional goals.

- **You should** know your advisor's name, keep appointments, and call if you cannot be available for an appointment.
- **We should** know your name, keep your appointments, and call if something comes up.

- **You should** arrive with some questions in mind.
- **We should** provide accurate and specific information to help answer your questions.

- **You should** arrive with the necessary materials; examples include a tentative schedule, petition forms, appeals, resume, career exploration documents, etc.
- **We should** have resources and materials ready.

- **You should** ask questions and inquire about other resources on campus and in the community.
- **We should** refer you to the appropriate office and suggest other sources of information.

- **You should** be open and vocal about your schoolwork, study habits, academic progress, career goals, work schedules, time management, etc.
- **We should** listen and help you determine a good course of action.

- **You should** build a schedule free of time conflicts.
- **We should** check the schedule for an appropriate selection of courses based on your time and academic goals.

- **You should** make your own decisions concerning your choices – career, major, schedule changes, etc.
- **We should** suggest options and challenge you to think critically!

LEARNING OUTCOMES

Below is an outline of what you can expect to learn each year from your advising experience. These outcomes are designed to provide you with a holistic approach so you may continuously add upon your academic and professional experience. The outcomes you achieve below during your first year should be a building block for your future years as a student. Our hope is that you continue to utilize what you learn each year to continue expanding your knowledge, even though not all outcomes are in each individual year below.

Spread your Wings!	<p>After completing your first/Freshman year (0-29 credits), you will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognize the role of the Advising Office <input type="checkbox"/> Understand your General Education & Degree requirements <input type="checkbox"/> Navigate the course schedule and self-register <input type="checkbox"/> Complete to-do items in the Advising Reference Guide Checklist <input type="checkbox"/> Login to Canvas, MyMSUB, and DegreeWorks <input type="checkbox"/> Become familiar with services on campus <input type="checkbox"/> Manage your time successfully; work, sports, classes, homework, friends/family, etc. <input type="checkbox"/> Apply for scholarships
Collect your Tools!	<p>After completing your second/Sophomore year (30-59 credits), you will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use your first-year experiences to re-evaluate any academic goals and plans <input type="checkbox"/> Start contacting the appropriate offices, people, businesses, etc. to discuss planning post-graduation <input type="checkbox"/> Contact the Office of International Studies to discuss Study Abroad opportunities, if interested <input type="checkbox"/> Understand what your Academic Standing is, what it means, and its impact on your academic goals <input type="checkbox"/> Approach faculty, advisors, mentors, etc. for Reference Letters/Letters of Recommendation for scholarships <input type="checkbox"/> Craft a professional resume
Build your Hive!	<p>After completing your third/Junior year (60-89 credits), you will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to apply for scholarships <input type="checkbox"/> Make academic, career, and personal goals – using the SMART approach Plan for your last few semesters by utilizing DegreeWorks and your Advisor(s) <input type="checkbox"/> Be aware of your remaining degree requirements; courses, internships, student teaching, senior thesis, etc. <input type="checkbox"/> Setup a job shadow
Become a Worker Bee!	<p>After completing your fourth/Senior year (90-120 Credits), you will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply for graduation at http://www.msubillings.edu/reg/graduation.htm <input type="checkbox"/> Attend Commencement and celebrate your achievement <input type="checkbox"/> Have letters of recommendation from Faculty <input type="checkbox"/> Update your resume <input type="checkbox"/> Get a professional headshot taken by Career and Employment Services <input type="checkbox"/> Prepare for your career, licensure exams, or Graduate programs