

# Your responsibilities for each appointment

Ideally, a student prepares for advising meetings by following these instructions:

## First meeting with an advisor (new student, before classes begin)

### STUDENT

- Make sure you know your computer network access username and password.
- Know your 'Student Information System' (JICS-Jenzabar Internet Campus Solutions) account username and password.
- Check your 'Student Information System' (JICS) account to view your assigned academic advisor.
- Visit your assigned Academic Advisor to schedule an advising appointment.
- Bring an outline of courses you are interested in taking, with backup choices.
- Bring a list of questions to ask you advisor.
- Register for courses online (<http://www.seuniversity.edu>) through the 'Student Information System' (JICS).

### ADVISOR

- Provide and explain new student materials such as Academic Portfolio and Advising Meeting Agenda with students (some of these materials will be provided ahead of time).
- Provide and explain relevant handouts regarding intended major.
- Review each freshman and transfer student's course schedule before the start of open advising orientation meetings.
- Answer any advising questions related to course selection, course substitutions, and degree programs; and offer any course scheduling approval, suggestions, recommendations or revisions during that first meeting.
- Answer questions and make appropriate referrals.

## All future meetings with an advisor (current and returning students, typically during open advising/pre-registration periods)

### STUDENT

- Review Academic Portfolio Information and Academic Advising Meeting Agenda each semester.
- Complete a copy of a 'Proposed Schedule Form' prior to meetings with your assigned advisor each term.
- Be prepared to think about or declare your majors of interest. If you need guidance, contact the Office of Career Services.
- Be sure to view class lists and registration information for the upcoming term within the 'Student Information System' (JICS) to assist you in completing a proposed schedule.
- Bring an outline of courses you are interested in taking, with backup choices.
- Print a copy of your Unofficial Transcripts from the 'Student Information System' (JICS) and bring to meeting.
- Complete or update your paper audit for your declared major program(s) every term.
- Bring a copy of your Advising Worksheet or Grad Report (electronic Degree Audit Report) from the 'Student Information System' (JICS).
- Visit your assigned Academic Advisor to schedule an advising appointment.
- Bring any questions concerning prospective majors, career resources or graduation.
- Register for courses online (<http://www.seuniversity.edu>) through the 'Student Information System' (JICS).

### ADVISOR

- Review materials such as Academic Portfolio Information and Academic Advising Meeting Agenda with students on a regular basis.
- Provide and explain relevant handouts regarding intended major.
- Review each student's course schedule.
- Answer any advising questions related to course selection, course substitutions, and degree programs; and offer any course scheduling approval, suggestions, recommendations or revisions during that first meeting.
- Students are required to declare his/her major by their 48<sup>th</sup> credit hour.
- All sophomore students that they are required to register and take the CLAST by their 60<sup>th</sup> credit hour.
- Answer questions and make appropriate referrals.



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Southeastern University—Office of Academic Advising

# Advising Syllabus

Office: Spence Hall Building  
Spence Lobby  
863-667-5082

**T**he designed purpose of this syllabus is intended to ease your transition to college and outline what is expected of you during your academic advising appointments throughout your time at Southeastern. In addition, we have outlined what information you can expect to get from the Office of Academic Advising throughout your educational journey here at SEU. Please keep this document and refer to it before each advising appointment.

Refer to the Academic Advising Meeting Agenda or calendar in your Academic Advising Portfolio for key advising events and dates during the academic year.

## SOUTHEASTERN UNIVERSITY MISSION STATEMENT

“Southeastern, a dynamic, Christ-centered university fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.”

# The Southeastern Plan for Liberal Arts Education

Ideally, a student educated within Southeastern's Christian academic community academic displays these abilities and experiences:

- **Orally and in writing, communicates with assessed competence and clarity;**
- **Demonstrates the knowledge, skills, and maturity necessary for the profession he or she has chosen;**
- **Has acquired scholarly habits and can perform skilled research.**
- **Has rendered, to the campus and the community, service appropriate to a Christian citizen**
- **Demonstrates a broad cultural perspective informed by a Christian worldview.**

## Goals and Objectives of Academic Advising

- Educate and inform students of academic resources, support programs and learning initiatives available to assist them in the achievement of academic, developmental, career/vocational goals and learning outcomes.
- Encourage students to form an appreciation for resources available to aid them toward academic, career or professional success.
- Promote a knowledge and understanding of advising theories, policies and procedures through the delivery of development seminars and training opportunities specifically intended to improve advisor engagement, institutional advisement effectiveness and quality.
- Assist students through learning initiatives and enrichment programs designed to guide students in purposeful and holistic identification, affirmation and development of skills, talents and strengths which may help in the fulfillment of personal and educational goals.

### My Role as Advisor:

As your initial academic advisor, I will serve as your "guide," helping you make the most out of your college experience and connect it with your future plans (e.g., college, major, career). If you already know your major and/or career, I will help you confirm your choice to make sure it is a decision that is best for you and then connect you with your departmental advisors. If you are "undecided" about a major, or career, then I will help you identify your options and make referrals to peoples who can help you "match" your personal interests, values, and abilities to your choices.

I will be a good listener. If you have an I cannot help with, I will connect you with someone who is more qualified to help.

I see advising and teaching as closely related because in the process of reaching decisions about your future, you will also be learning a considerable amount about yourself, improving your goal-setting, clarifying your values, and developing your critical thinking and decision-making skills. This knowledge will enable you to make decisions about your future that will improve the quality of your personal and professional life.

Adapted from the Miami University of Ohio

### Your Role as Advisee:

In order for the advising relationship to be successful, you must do your part and assume responsibility for your decisions. You can help your advisor be more effective by your cooperation and preparation. In particular you can help by:

- Keeping the advising appointments you have scheduled.
- Being prepared for you appointments. You may need to do some homework. Your advisor cannot do everything for you. A true advisor is someone who gives good advice to you-which you, in turn, use to make final decision for yourself.
- Being honest and open. If you are unhappy about something in your academic advising experience, or if you are having a personal problem that is interfering with your studies, etc., please do not be afraid to share this with your advisor.

If we remain honest and open with each other, and if we work as a team, we should have a close relationship that will help you succeed and allow me to become a more effective advisor for you.

Adapted from the Miami University of Ohio

