

LINDENWOOD UNIVERSITY PROFESSIONAL ADVISING SYLLABUS

Welcome to Lindenwood! The advising syllabus will serve as a roadmap for you and your professional advisor during your first few semesters at Lindenwood as you choose courses, create a completion plan, and explore the different academic programs found here at Lindenwood. If you have any questions about the Advising Syllabus, please contact your academic advisor or the Director of Professional Advising.

MISSION

Academic advising at Lindenwood provides a shared, inclusive cornerstone for personal and academic growth and success. Like a legend on a map, advising is one component of a student's support network. Through advising, students and advisors will collaborate to design, reinforce, and meet students' objectives. Just as the partnership between student and advisor can last a lifetime, the mindset developed from advising will help students meet their graduation goals and serve them beyond their time at Lindenwood.

VISION

Individualized mentorship to develop within each student the self-efficacy and sense of purpose necessary to take a leading role in their educational, professional, and personal goals.

REQUIRED MATERIALS

- [University Catalog and Academic Calendar](#)
- Current Program Plan (your advisor will provide your plan)

POLICIES AND PROCEDURES

- Appointments: Students should create appointments to meet with their advisor when possible. Advisors do their best to accommodate walk-ins, but are quite popular and may not always be instantly available.
- Email: Your student email is one of your greatest assets. Advisors use students' university email address as a primary communication channel; students without access to their student email should contact HelpDesk@lindenwood.edu.
- FERPA: The Family Educational Rights and Privacy Act (FERPA) dictates what information advisors can share with students' supporters. See the university catalog for more information. Students must complete a waiver for Lindenwood to be able to share information with individuals other than the student.

ACADEMIC ADVISORS WILL...

- establish and maintain a safe, nurturing environment wherein students feel heard, seen, and cared for.
- provide expert knowledge of programs to assist student with major choice, completion plan development, and appropriate course selection.
- help student monitor academic progress for timely graduation.
- understand Lindenwood policies and procedures and serve as a liaison between the university catalog and students.
- be available by appointment, phone, and email; respond within a reasonable period of time to student inquires (usually within 48 business hours-times may be a little delayed during peak registration times).
- maintain up-to-date knowledge of various career paths and explain the correlation with skills developed in academic programs.
- provide resources and direct referrals to key support services.

STUDENTS WILL...

- establish and maintain a collaborative relationship with the advisor.
- engage in the process of course selection and schedule management and take responsibility for academic planning and success; be prepared at every meeting with questions or planned topics to discuss; be familiar with the academic calendar.
- show knowledge of graduation requirements and understand how each course requirement fits into the student's individual degree plan .
- communicate courteously and professionally and respond promptly; check student email account at least once every 48 hours.
- seek advisor support when problems or struggles first arise; early intervention increases the likelihood of developing a successful strategy (last minute requests may not be possible to accommodate).
- share honest and accurate information about academic setbacks, progress, and goals.
- value the skills developed by experiences inside and outside the classroom and understand how those skills apply to life beyond graduation.

LEARNING LANDMARKS (NON-TRANSFER STUDENTS)

Semester One: Starting Your Lindenwood Journey (Effective Communicators)

- Using Student Portal (find and register for class & locate your advisor)
- Building effective technology habits (Canvas, InvolveU, and student email)
- Reading and interpreting your degree plan/confirming major choice
- Locating and understanding the Academic Catalog for your catalog year
- Learning the academic calendar
- Identifying and utilizing key support resources (peer mentoring, tutoring, Lion Life Coaching, Student Counseling and Resource Center, Student Financial Services, OASIS, NCAA Athletic Coordinators, Residential Life, etc.)
- Getting involved in the Lindenwood community
- Reviewing supplementary programs and resources (Honors Academy, ROTC)
- Reviewing transfer credit (AP, Dual-Enrollment) and enrollment rules (full-time and part-time status, section meanings, etc.)

Semester Two: Charting Your Academic Course (Analytical Thinkers)

- Continue building understanding of degree plan
- Synthesizing course selection and degree plan
- Exploring potential double majors, minors, or certifications
- Developing graduation pathway rough draft
- Considering experiential opportunities (study abroad, internships, etc.)
- Reflecting on time management and proactivity skills
- Reviewing involvement opportunities and how they apply to future goals

Semester Three: Reviewing and Updating Your Map (Lifelong Learners)

- Checking for completion of Semester One and Two learning objectives
- Considering status of degree (satisfied with the program, have a pathway, designing future goals)
- Reviewing and completing graduation pathway
- Mapping out essential prerequisites
- Developing mentor connections
- Designing toward desired experiential or career opportunities

Semester Four: Becoming Your Own Wayfinder (Adaptable Problem Solvers)

- Continuing design discussion toward post-graduation goals (Lindenwood graduation program early access reminders)
- Conducting final review of graduation pathway
- Identifying any missing pieces of student development
- Reflecting upon self-advocacy in education and in life
- At term conclusion: moving student to their faculty advisor

LEARNING LANDMARKS (TRANSFER STUDENTS)

Charting Your Academic Course (Analytical Thinkers)

- Reading and interpreting your degree plan
- Understanding transfer credit (AP, Dual-Enrollment) and enrollment rules (full-time and part-time status, section meanings, etc.)
- Developing graduation pathway
- Locating and understanding the Academic Catalog for your catalog year
- Using Student Portal (find and register for class & locate your advisor)
- Synthesizing course selection and degree plan

Developing Your Toolkit (Adaptable Problem-Solvers/Effective Communicators)

- Learning the academic catalog
- Building effective technology habits (Canvas and student email)
- Identifying and utilizing key support resources (tutoring, Lion Life Coaching, Student Counseling and Resource Center, Student Financial Services, OASIS, Athletic Coordinators, Residential Life, etc.)

Journeys and Destinations (Lifelong Learners)

- Finding a sense of belonging at Lindenwood and in major
- Identifying experiential opportunities (study abroad, internships, etc.)
- Reviewing supplementary programs and resources (Honors Academy, ROTC)
- Getting involved in the Lindenwood community

ADVISOR ASSIGNMENT

Lindenwood supports students through a hybrid advising model. New students receive a professional advisor when they enroll at the university. While under the guidance of their professional advisor, students will develop essential skills needed to succeed as a student and professional. At a certain point in students' education, advising responsibility will transfer to a faculty advisor. The faculty advisor will provide subject matter expertise to help advisees complete their degree, engage in research, apply to graduate programs or positions, and prepare to be a practitioner in their chosen field.

Non-transfer students will work with their professional advisor for their freshman and sophomore years. Transfer students will work with their professional advisor for 1-4 semesters, dependent on the student's degree completion timeline.

STUDENTS WITH DISABILITIES

If you have a disability or believe you may have a disability that requires reasonable accommodations for participation in a course, you must contact your Student Support and Accessibility Manager and notify your instructor during the first week of class so that accommodations can be made.

The Student Support and Accessibility Manager is Mr. Jeremy Keye, (636) 949-4510; JKeye@lindenwood.edu.

Reasonable accommodations will be made to ensure that students with disabilities have a fair opportunity to perform at their potential. Students will receive administrative support from the Student Support and Accessibility team, but students should also set up a conversation with their instructors early each semester regarding their educational support plan. Your academic advisor can also help with this process. These records are not linked to the student's academic or financial records at the university.