

LINDENWOOD

Advising Syllabus

MISSION

Fostered by the mutual investment of advisor and student, Lindenwood academic advising provides preparation for career success and lifelong learning while planning for the student's timely graduation.

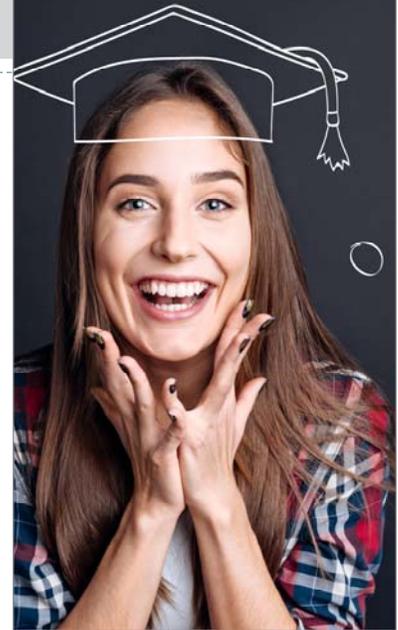
VISION

Individualized mentorship of the whole student, teaching them to take a leading role in fulfilling their educational, career, and life goals through engagement, exploration, and personal connection.

CAMPUS RESOURCES

- **Academic Services:** Spellmann Center, 3rd floor. (636) 949-4954
- **Financial Aid:** Spellmann Center, 3rd floor. (636) 949-4923
- **Student Counseling & Resource Center:** Evans Common, 3rd Floor. (636) 949-4525
- **Student & Academic Support Services:** LARC 346. (636) 949-4699
- **Career Services:** LARC 243. (636) 627-4307
- **Dean of Students:** Evans Commons 3030. (636) 949-4985
- **Writing Center:** LARC 333. (636) 949-4870
- **IT Help Desk:** LARC Lobby. (636) 949-4870
- **Library Services:** LARC Lobby. (636) 949-4820

A live version of this syllabus with more in-depth information and resources may be found at www.lindenwood.edu/sass-advising-syllabus



MY ACADEMIC ADVISOR

Name:

Office:

Contact Information:

Interactive Links

[Academic Calendar](#)

[Campus Resources](#)

[How-to-Videos](#)



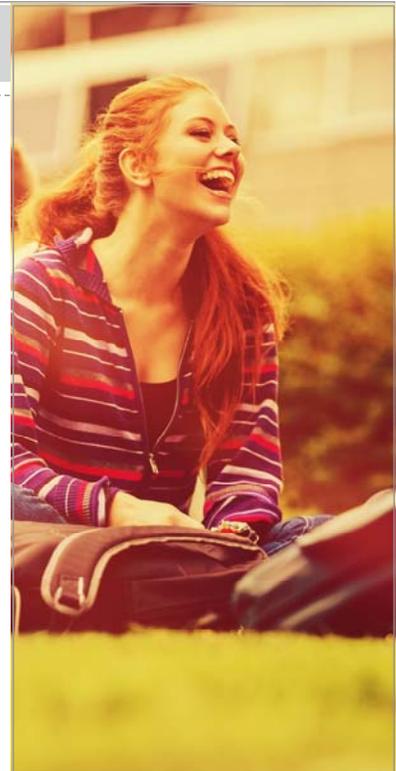
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THE STUDENT SHOULD

- 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.
- 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; be prepared at every meeting with questions or planned topics to discuss.
- share honest and accurate information about academic problems, progress, and goals.
- value the skills developed by experiences inside and outside the classroom and understand how those skills apply to possible careers.

THE ADVISOR SHOULD

- establish and maintain relationships where the student feels heard, seen, and cared for.
- assist student to choose a major, establish a plan of study, and select appropriate courses; help student monitor academic progress for timely graduation.
- demonstrate thorough knowledge of Lindenwood policies and procedures and know what resources to consult for help with uncommon problems.
- be available by appointment, phone, and email; respond promptly to student inquiries.
- be a liaison and a resource for concerns and questions. Know and share Lindenwood support resources such as counseling, accessibility services, and tutoring as needed.
- maintain up-to-date knowledge of various career paths and explain the correlation with skills developed in academic programs.



ACADEMIC RESOURCES GUIDE

STUDENT PORTAL HAS:

- Course history
- Semester schedules
- Advisor's information
- Billing statement
- Financial aid information
- Ability to register online

CANVAS HAS:

- Detailed course information
- Instructor contact information
- Course syllabus
- Online discussion boards
- Homework assignments