



Academic Advising Syllabus

Location: Suite 1380, 111 Student Services Drive, Mobile, AL 36688

Email: aats@southalabama.edu

Appointment Types: Zoom or In-Person

Telephone: (251) 341-4017

Office Hours: 8:00 a.m.- 5:00 p.m.

Website: <https://www.southalabama.edu/departments/academicadvising/>

AATS Mission Statement

The mission of Academic Advising & Transfer Services is to guide our diverse undergraduate population in developing and implementing sound educational plans consistent with our students' stated values and academic and career goals. Our purpose is to encourage students to become self-directed learners and decision-makers and to help facilitate their transition into their academic programs. Our efforts support the University of South Alabama's broader mission, specifically by encouraging student persistence towards graduation.

Student/Advisor Relationship

Advisor Expectations	Student Expectations
Advisors will be familiar with the course requirements, graduation standards, and university policies	To assure degree progression, schedule and show up for advising appointments each semester
Maintain a climate that is kind, respectful, and encouraging	Demonstrate respect for others and self
Work together with students to come up with answers to problems	Adhere to deadlines and communicate with your advisor
Act as a student's point of contact with faculty, staff, and resources on campus	Be informed of the university's criteria and procedures as well as the drop/add dates
Advisors will help you create academic plans that fit your skills and preferences	Recognize the requirements for the degree in your declared major
Abide by guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)	Make use of university resources (such as your advisor), systems, and planning tools
Advisors will assist you in taking ownership of your academic choices	Regularly check your Jagmail account, keep an eye on your inbox, and take appropriate action as needed

Communicating with Advisors

Our advisors are available by phone, appointment and email. If corresponding by email, please allow one (1) business day for reply during peak registration time. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays and vacations. Send emails from your Jagmail account with your name and Jag number included. Below is a sample email:

From: gcarnigan@jagmail.southalabama.edu

Subject: Question About Registration

Hi (Insert Advisors Preferred Name)

I hope you are doing well today. I wanted to know if the chemistry course I registered for is adequate for my degree?

Thank you for your help and I look forward to hearing back from you!

Respectfully,

Greggory Carnigan

J009567854

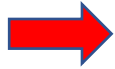
Student Learning Outcomes

- Students will demonstrate effective decision-making regarding their career and degree goals.
- To progress toward achieving their educational goals, students will create an educational plan and choose courses each semester.
- A student will demonstrate an understanding of the value of General Education requirements.
- Students will recognize the importance of co-curricular and extra-curricular activities on enhancing their undergraduate experiences.
- Through the use of institutional resources students will develop skills and strategies that will help them exceed academically.
- Students will understand their responsibility to utilize the campus resources and services to achieve their academic, personal, and career goals.

Advising Appointment Guideline

Before

- Identify the type of advising appointment you need
- Prepare your questions in advance
- Keep track of all university and college deadlines



During

- Arrive on time and check in at the front desk
- Communicate your progress with your advisor
- Describe your goals and interests so we can better understand you
- Don't forget to put your cell phone on silent and ask questions!



After

- Make a note of the information you learned in your advising session
- Follow up (paperwork, appointments, etc.) as necessary
- Ask about campus resources and send follow-up questions via email

Key Resources

Academic Calendar	Pathway	Study Abroad
Career Services	Scholarship Office	Center for Educational Accessibility & Disability Resources
Counseling & Testing	Student Academic Success Center	University Bulletin
Multicultural Student Affairs	Student Activities Office	University Registrar
USA One Stop	Financial Aid Office	South Cares

For questions, email Academic Advising and Transfer Services at aats@southalabama.edu or your advisor.