

**Florida Gulf Coast University
Academic Advising
Philosophy and Mission**

Academic advising at Florida Gulf Coast University serves to increase student engagement and success through teaching students how to navigate their FGCU experience and available resources, while also connecting students to the University mission, vision, and guiding principles. Using a developmental approach to student advising and demonstrating a concern for the whole person, advisors partner with students to help them discover and explore their interests, skills, and values in the context of major choice, curriculum, and career planning. They seek to empower students to make informed decisions and to increase their autonomy, and they prepare students to lead enlightened, examined, and engaged lives.

Student Expectations	Advisor Expectations
In order to foster their own success and informed decision making, FGCU Students will:	In order to foster student success and informed decision making, FGCU Academic Advisors will:
Treat other students, faculty, and staff with respect	Treat students, faculty, and staff with respect
Be able to accurately read and effectively use their degree audit to determine progress towards their degree	Teach students how to effectively utilize tools such as the academic catalog, University website, Gulfline, and Degree Works
Utilize the resources and services on campus to assist them in achieving their educational goals, and make use of campus referrals as needed	Connect students to FGCU resources and services to facilitate academic performance and enhance their college experience
Know the General Education and degree requirements and appreciate the value of a liberal education ¹	Stay current on curriculum changes and educate students on degree requirements and sequences
Demonstrate decision-making skills by gathering information, assessing alternatives, and examining consequences	Maximize accessibility of advising services for students by providing various opportunities for interaction
Be able to discuss challenges and assess what caused them, how to resolve them, and implement action plans to avoid them in the future	Actively listen to students' concerns, needs, and aspirations
Create and maintain a personal academic file to include: Degree Works degree audit, academic transcript, advising forms, service learning forms, etc.	Cultivate the development of educational plans compatible with skills and life goals
View and use FGCU Eagle Email for official correspondence on a regular basis	Advocate for students within the FGCU community
Demonstrate the characteristics of a prepared advisee, by scheduling an appointment and arriving on time, bringing an updated degree audit, class schedule, and questions or concerns to discuss with the academic advisor	Foster lifelong learning and clarify the relevance of a liberal education*

Student Development Process

Through the academic advising experience at Florida Gulf Coast University, students will:

- Identify a degree program that matches their interests and abilities
- Develop an educational plan, including coursework and experiential learning activities, for successfully achieving their goals
- Demonstrate the ability to make effective decisions concerning their degree requirements and professional goals

* FGCU utilizes the Association of American Colleges and Universities (AAC&U) definition of a liberal education, which states, "Liberal Education is an approach to learning that empowers individuals and prepares them to deal with complexity, diversity, and change. It provides students with broad knowledge of the wider world (e.g. science, culture, and society) as well as in-depth study in a specific area of interest. A liberal education helps students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills such as communication, analytical and problem-solving skills, and a demonstrated ability to apply knowledge and skills in real-world settings. <http://www.aacu.org/leap/what-is-a-liberal-education>

College of Arts and Sciences Advising at Florida Gulf Coast University

Email: humanities@fgcu.edu, naturalsciences@fgcu.edu, socialsciences@fgcu.edu

Phone: 239-590-7196

Office: Seidler Hall, Room 109

Hours: Monday through Friday, 8:00 am to 5:00 pm

Webpage: <http://www.fgcu.edu/CAS/Advising>

Student Learning Outcomes

Based on your interactions with CAS Advising, you will recognize the purpose of Academic Advising and how it can assist you in achieving your academic goals. Specifically, you will be able to:

- Participate actively with Academic Advisors in the creation and clarification of your academic goals and develop effective strategies to reach these goals
- Use the catalog as a resource to review degree requirements, policies, and procedures
- Prepare for academic advising by reviewing your degree requirements (in Degree Works), upcoming course offerings (using the online course schedule), and identifying any remaining questions or concerns in advance.

Based on the above, you will recognize that you are ultimately responsible for, and able to plan, your academic decisions. Specifically, you will be able to:

- Be proactive by developing your academic plan toward graduation
 - Interact with other offices on campus to accomplish your academic goals
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Degree Requirement Reminders for CAS Degree Programs (For more information: <http://www.fgcu.edu/catalog/>)

- Complete all General Education Requirements
 - Meet the Foreign Language Requirements
 - Complete Service-Learning Requirement
 - Complete State Core, major coursework and prerequisites with a minimum grade of C
 - Earn a minimum 120 Credit Hours (BME Majors 128 and BMT Majors 127-132)
 - Earn a minimum of 48 credit hours in the Upper Division (Those numbered 3000-4999)
 - Earn a cumulative GPA of 2.0 in all coursework attempted at FGCU
 - Complete at least 9 credits of summer coursework (unless you are an Upper Level transfer student)
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Academic Advising appointment courtesy: Please arrive on time to your advising appointments. Cell phones must not be used or answered during your meeting with an Academic Advisor. This includes text messaging, web browsing and all other forms of electronic communication. During peak advising periods, appointment times are premium. Please notify the office two hours in advance if you are unable to keep an appointment.

Email: Academic Advisors are available to answer most questions over email. Emails to Academic Advisors are professional communications, so please include the following: your first and last name, and UIN. Due to privacy regulations, your Academic Advisor will communicate solely through the FGCU-issued account. While some inquiries may be resolved through email, most situations benefit from scheduling an advising appointment.

Academic Behavior Standards and Academic Dishonesty: All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

Disability Accommodations Services: Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The phone number is 239-590-7956 or TTY 239-590-7930

Student Observance of Religious Holidays: All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.