

Florida Gulf Coast University

Undergraduate Academic Advising Syllabus

University Advising Services

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
<i>In order to foster their own success and informed decision making, FGCU Students will:</i>	<i>In order to foster student success and informed decision making, FGCU Academic Advisors will:</i>
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 ¹

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

¹ 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>

Marieb College of Health & Human Services (MCHHS)

Academic Advising

Who We Advise	We provide academic advising to students progressing in selective-admissions and limited-access undergraduate majors within Marieb College of Health & Human Services.
Location	Marieb Hall, Room 213 (in Advising Suite)
Phone	(239) 590-7391
Email	mchhsadvising@fgcu.edu
Hours	Monday-Friday, 8:00 AM – 5:00 PM; by appointment
Appointment Scheduling	https://appointments.fgcu.edu/online/BookAppt?C=C&T=P&AU=4

Student Guidebook for Lower Division Undergraduates

The MCHHS Lower Division student guidebook is designed to inform students of expectations and academic milestones to successfully progress in or apply to a MCHHS major, please review at

https://www.fgcu.edu/mariebcollege/advising/files/MCHHS_Student_Guidebook_2016_-_Final-ada.pdf

Advising Resources

MCHHS Program Site	https://www.fgcu.edu/mariebcollege/
General MCHHS Advising Site	https://www.fgcu.edu/mariebcollege/advising/
Academic Calendar – Registrar	http://www.fgcu.edu/Registrar/academiccalendar.asp
FGCU Academic Catalog	www.fgcu.edu/catalog
Degree Works Information	http://www.fgcu.edu/ACS/degreeworks.html
Waitlist Registration Information	http://www.fgcu.edu/Registrar/waitlistforstudents.html
Course Schedule Updates (ORR)	https://www.fgcu.edu/recordsandregistration/coursescheduleupdates.aspx
Eagle Priority Registration	https://www.fgcu.edu/recordsandregistration/eaglepriorityregistration.aspx
Schedule Planner	https://www.fgcu.edu/Scheduleplanner/
General Academic Advising Site	www.fgcu.edu/advising
Hold Key	https://www.fgcu.edu/academics/advising/holdskey.aspx

Upper Division/Program Resources

Clinical Laboratory Science	Guidebook
Exercise Science	Guidebook
Health Science	Guidebook
Public Health	Guidebook
Nursing	Guidebook
Social Work	Guidebook

Financial Resources & Information

Financial Aid	https://www.fgcu.edu/admissionsandaid/financialaid/
Excess Hours Surcharge	https://www.fgcu.edu/recordsandregistration/guidelines/excesshours.aspx
Repeat Surcharge	https://www.fgcu.edu/recordsandregistration/guidelines/excesshours.aspx
SOAR in 4	https://www.fgcu.edu/admissionsandaid/soarin4/
Office of the Bursar	https://www.fgcu.edu/bursar/

Career Resources

Career Development
Internship / Co-op Information

<https://www.fgcu.edu/careerservices/>
<https://www.fgcu.edu/academics/internships/students.aspx>

University Resources

Center for Academic Achievement
Records & Registration
Adaptive Services
Counseling & Psychological Services

<https://www.fgcu.edu/academics/caa/>
<https://www.fgcu.edu/recordsandregistration/index.aspx>
<https://www2.fgcu.edu/adaptive/>
<https://www.fgcu.edu/studentlife/healthandsafety/caps/>

University-Wide Academic Policies

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** at (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.

University Nondiscrimination Statement

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of **Title IX** of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.