



Advising Syllabus

Mission

AUM Advisors facilitate interactions designed to foster student connections and relationships with the university community that enhance the students' ability to identify and actualize their academic, personal and professional goals. AUM advisors serve to contribute to a learning process through which students are supported and challenged towards academic success and persistence through degree completion.

Advisors

Joy Strong jstrong@aum.edu	Information Systems
Leann Reeves lreeves4@aum.edu	Accounting, General Business, Entrepreneurship, International Business
Nikki Bracewell nbracewe@aum.edu	Finance, Human Resource Management, Management, Marketing
Denise Wade dwade@aum.edu	Administrative Associate

Location

322 Clement Hall

Contact

(334) 244-3564
cobua@aum.edu

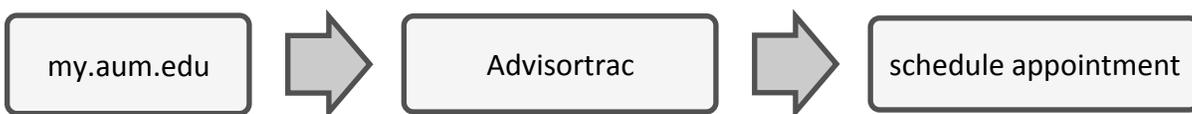
Office Hours

Mon-Fri (8am-5pm)

*Other times by appointment

If you have already been advised for the semester, you are welcome to walk-in without an appointment for any questions or concerns you may have. All Advising appointments are scheduled through Advisortrac located in your My AUM account under the Launchpad. No walk-in appointments for Advising will be allowed.

How to Schedule an Appointment:



Dean's Office

Dr. Rhea Ingram
Dean
(334) 244-3479
wingram4@aum.edu
Clement Hall 301B

Dr. Venessa Funches
Associate Dean
(334) 244-3479
vfunches@aum.edu
Clement Hall 301C

Importance of Advising

First and foremost, academic advising is a relationship, not just a means to an end. Secondly, academic advising is teaching—the most powerful form of one-to-one teaching in which you can engage.

Academic advising is the means by which an advisor assists the students in realizing his/her educational goals and objectives, to meet the academic requirements of the major program, the College and the University, and to understand the relationship between professional and career choices as well as aspirations and the curriculum and co-curriculum options available at the University.

- Advisors assist students in:
 - Making their own decisions
 - Understanding the opportunities and challenges of college, particularly the value of a Business experience
 - Creating their AUM College of Business Graduation Plan—selecting courses and opportunities that fulfill program requirements and educational, personal and career goals
 - Learning campus resources, such as Career Services, tutoring, and Counseling Services

Reasons to See Your Advisor

- Spring and Summer/Fall advising
- Create a degree plan
- Review educational requirements
- Help in understanding the University's policies and regulations
- Questions about majors and minors
- How to drop/withdraw from a class
- How dropping/withdrawing from a class will affect your degree plan
- Have questions regarding the registration process
- Having academic difficulties
- Have questions about repeating a course
- How to apply for a Grade Adjustment
- How to apply for graduation/concerns about graduation
- Change major
- Review transfer credit
- How to obtain a course substitution
- Questions regarding transient process
- How to return for a second degree
- Other situations you feel necessary

Student Learning Outcomes:

- How to work effectively with academic advisor to facilitate purposeful and meaningful interactions
- Identify academic advisor
- Understand his/her degree requirements

- Able to access student resource information online
- Locate and understand the academic calendar and undergraduate catalog
- Understand registration policy and procedures
- Develop attainable academic goals
- How to use Webster, Advisortrac, and Degreeworks
- Understand the appropriate formal academic processes

Student Resources

- Learning Center (<http://www.aum.edu/academics/warhawk-academic-success-center/learning-center-isl>)
- Counseling Center (<http://www.aum.edu/campus-life/student-affairs/departments/counseling-services>)
- Warhawk Academic Success Center-W.A.S.C (<http://www.aum.edu/academics/warhawk-academic-success-center>)
- Student Health Services (<http://www.nursing.aum.edu/student-health-services>)
- Office of Accountability (<http://www.aum.edu/campus-life/student-affairs/departments/office-of-accountability>)
- Office of Advocacy (<http://www.aum.edu/campus-life/student-affairs/departments/office-of-advocacy>)
- Academic Calendar (<http://www.aum.edu/academics/academic-calendar>)
- Undergraduate Catalog (<http://www.aum.edu/academics/catalogs>)
- Career Development Center (<http://www.aum.edu/campus-life/student-affairs/departments/career-development-center>)
- Registrar's Office (<http://www.aum.edu/academics/registrars-office>)
- Financial Aid (<http://www.aum.edu/admissions/financial-affairs/financial-aid>)
- Student Accounts (<http://www.aum.edu/admissions/financial-affairs/cashier-office>)
- Housing (<http://www.aum.edu/campus-life/housing-residence-life>)
- Admissions (<http://www.aum.edu/admissions>)
- ITS Help Desk (<http://www.aum.edu/about-aum/information-technology-services/help-desk>)
- People Finder (<http://www.aum.edu/peoplefinder>)

Disability Services

Located on the first floor of the Taylor Center in room 147, just north of the Taylor Computer Lab, the Center for Disability Services (CDS) provides academic support services to students with disabilities. Services include—

- Test proctoring
- Interpreting
- Captioning [CART]
- Note taking
- Assistive technology
- Electronic text (E-text)
- Braille & other alternative formats
- Accommodations designed to meet the specific needs of each individual

Students with documented disabilities should register with CDS prior to the beginning of each semester of enrollment at AUM.

Disability Services also provides training and technical assistance regarding disabilities, accommodations, accessibility, or other services for individuals with disabilities. In addition, the Center for Disability Services acts as the campus' monitoring agency for compliance with the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.