Advising Syllabus

Academic Advising mission statement:

Recognizing that advising is a shared responsibility, the mission of Academic Advising at Dalton State College (DSC) is to:

- Assist students in making a successful transition to and establish their place in college life.
- Guide students to make well-intentioned and strategic decisions.
- Encourage self-reliant problem solving through self-exploration.
- Maximize personal success in the student’s undergraduate experience.

WSOB advising goals:

The goal for advising within the Wright School of Business (WSOB) is to establish and maintain engaging relationships with students that:

- Facilitate positive advising experiences and their development as bold leaders in area businesses and local communities.
- Encourage the student to demonstrate knowledge of degree program requirements, prerequisites, resources, career pathways and opportunities in business.
- Teach the student how to register for and take courses in the right sequence and understand the importance of how effective course scheduling is central to a smooth progression through their business program of study and timely graduation.

Faculty advisors aim to teach students the value and relevance of their education and assist in the career development process.

WSOB advising outcomes:

- Students will effectively utilize technological resources (DSC website, WebBanner, and DegreeWorks) to assist in educational planning and course registration.
- Students will demonstrate knowledge of degree program requirements, prerequisites, and the ability to select courses each semester, with our two-year schedule and program pathways, to progress towards fulfillment of their educational plans.
- Students will be able to identify campus resources and services, such as supplemental instruction, that can be used to assist them in achieving their goals.
- Students will select one of six majors based on their interests, abilities and career goals.
- Students will learn how their undergraduate study can support their graduate and/or career development and the transition to the professional work environment in business fields.
Expectations of Advisor/ Advisee:

An advisor is expected to:

- Be available, approachable and respectful of students.
- Encourage and support students as they develop realistic goals and attainable education plans.
- Have a thorough understanding of DSC’s core curriculum and requirements.
- Be efficient and accurate when discussing degree requirements.
- Assist students in developing decision making skills and encourage personal responsibility for their choices.
- Maintain confidentiality.
- Be knowledgeable about campus resources, support services and opportunities; referring students as needed.

An advisee is expected to:

- Be respectful of their advisor.
- Schedule appointments with their advisor and be punctual and prepared with questions or a schedule plan.
- Check DSC email daily and become familiar with the Roadrunner Portal.
- Ask questions.
- Be familiar with the academic calendar and aware of important deadlines, including advisement, fee payments and withdrawal.
- Accept responsibility for decisions including course selections.
- Utilize the appropriate channels of communication when reporting an issue/ concern about a professor or advisor.

Appointments and office hours:

Your advisor’s name and contact information can be found at the top of your DegreeWorks page as well as in your Roadrunner Portal under the “Students” tab. Access to DegreeWorks can be found under the “Students” tab in your Roadrunner Portal. The professional advisor is available for academic consultations throughout the day most days the college is open and primarily advises freshmen and sophomore students. Schedule an academic meeting using the online system: https://calendly.com/janeli_becerra.

Faculty advisors are available during their office hours and by appointment. You may send an email to your advisor requesting a meeting. You should receive a response within 24-48 hours. Emails often get buried, so after this timeframe, a polite follow-up would be appropriate.

If there is an issue or concern about a professor or advisor, first speak directly with them. If unsuccessful, contact the director of advising, next, the associate dean, or finally the dean. Please follow the WSOB and DSC chain of command. Never email the provost or president until have followed all prior channels.

Preparing for your academic meeting:

If you are unable to attend, please cancel your appointment and reschedule. Please check for any holds on your account. Review your program requirements in DegreeWorks and program pathway guide beforehand. Bring all important documents with you and be prepared with any questions and/ or concerns you have about your progress. Please bring your DSC student ID card, you will be scanned in at the start of your consultation.
Important program specific information:

Students must have upper division eligibility in order to enroll in 3000-4000 level business coursework. Before you can begin upper division coursework in the Wright School of Business, the following criteria must be met:

✓ Successfully complete a minimum of 45 credit hours in areas A-F, including all Area F courses, ECON 2105, COMM 1110 and MATH 2181.
✓ Have a grade of C or higher in all Area A and F courses, ECON 2105, MATH 2181.
✓ Have an institutional GPA of 2.0 or higher.
✓ Have a cumulative GPA of 2.25 or higher in Area F courses.

Upper Division Requirements:

In order to receive a Bachelor degree in the WSOB, you must meet the following criteria:

✓ Complete a minimum of 120 semester hours of academic work in their program of study with one hour of physical education.
✓ Complete a minimum of 30 hours in 3000-4000 level courses in residence at Dalton State.
✓ Complete the senior capstone class (MNGT 4701: Strategic Management) at Dalton State in the last semester before graduation (spring or fall).
✓ Complete Professional Development (BUSA 3701) after Business Communications (BUSA 3301).
✓ Complete the ETS Major Field Exam in MNGT 4701.
✓ Submit your completed graduation application the semester before graduating and prior to registering for MNGT 4701.

Transitioning into the Upper Division:

Once a student has met the stated requirements to begin upper level coursework, they are reassigned to faculty advisors within their program of study. Many of the business programs are sequenced and courses are recommended to be taken at certain times. It is your responsibility as a student to understand the prerequisites for courses at all times. We do not waive prerequisites for courses. Pre-requisites for courses are located in the online DSC catalog and DegreeWorks. Some courses are only offered certain semesters within a year or on a rotating basis. All course descriptions will be followed by (S, F, M). This will indicate when the course is offered: S-Spring, F-Fall, M-Summer.

Additional information:

In the WSOB, we strive to create a high quality, career-ready business professional. Strengthening your professional behavior while you are a student is a key component to this mission. Please review the WSOB expectations of excellence webpage at https://www.daltonstate.edu/academics/wsob-excellence.cms to understand what will be expected of you as a student.

Please visit https://www.daltonstate.edu/academics/wsob-advising.cms to get more information about advising and registration within the WSOB at Dalton State. Links to our program pathway, projected schedule and more are available.
## TYPICAL ANNUAL ADVISING CYCLE

For the detailed academic calendar and deadlines, visit [https://www.daltonstate.edu/about/academic-calendar.cms](https://www.daltonstate.edu/about/academic-calendar.cms)

| Before the semester begins | • Make sure your DSC email account and contact information is up to date  
|                           | • Identify books, websites, study resources for each course  
|                           | • Familiarize yourself with DegreeWorks |
| August & January          | • Confirm the start date, end date and add/drop deadline for the semester.  
|                           | • Understand how your courses will fit into your program pathway  
|                           | • Meet with your advisor  
|                           | • Complete academic standing meetings  
|                           | • Put key class and semester dates in your calendar |
| September & February      | • Get involved in the DSC community- participate in clubs & organizations  
|                           | • Connect with tutoring & academic resource services early  
|                           | • Address any holds on your account in your Roadrunner Portal  
|                           | • Confirm the early registration dates  
|                           | • Connect with your advisor to plan your upcoming schedule |
| October & March           | • Register for classes  
|                           | • Visit with tutoring to review midterm progress  
|                           | • Keep track of any financial aid deadlines  
|                           | • Attend a career/ job or internship fair |
| November & April          | • Review the final exam schedule  
|                           | • Keep up your studies, don’t lose focus  
|                           | • Consider/register for summer courses |
| December & May            | • Check your final grades in DegreeWorks  
|                           | • If you earned any D or F grades, connect with your academic advisor to adjust your schedule  
|                           | • Review any payment deadlines for spring (Dec.) or summer classes (May).  
|                           | • Make sure any courses with grade of "I" (incomplete) are completed |
| June & July               | • Participate in volunteer service opportunities  
|                           | • Take summer courses  
|                           | • Prepare for upcoming school year  
|                           | • Meet with the Assistant Dean and Career Services about internships for the coming year |