



BHSU Student Success Center Advising Syllabus

SCHEDULING ADVISING APPOINTMENTS

Appointments are scheduled using [JacketHub](https://jackethub.campus.eab.com/) - <https://jackethub.campus.eab.com/>. Scheduling links for each advisor are provided below. The SSC is in the Student Union, next to the bookstore.

Clarissa.Thompson@BHSU.edu - College of Education & Behavioral Sciences | 642-6270 | [JacketHub CT](#)

Dana.Weber@BHSU.edu - College of Business & Natural Sciences | 642-6277 | [JacketHub DW](#)

Janette.Hettick@BHSU.edu - College of Liberal Arts | 642-6934 | [JacketHub JH](#)

Kathleen.Fitzgerald-Ellis@BHSU.edu - Exercise Science | 642-6159 | [JacketHub KFE](#)

SSC ADVISING PHILOSOPHY, MISSION, VISION & VALUES

Advising Philosophy: SSC Advisors approach work from a holistic framework, considering all aspects of the student – their multiple identities, background, goals, responsibilities, and challenges. SSC Advisors also work from a developmental model, which focuses on helping students develop critical-thinking and problem-solving skills, as well as self-awareness.

Mission: To empower students to grow holistically and achieve their academic and professional goals.

Vision: To collaborate with the BHSU, Spearfish and Rapid City communities to build an inclusive and kind campus in which ALL students can identify their potential, access the resources they need, and have the power to succeed. **To in every situation - put the student first.**

Values: Inclusiveness, empathy, authenticity, collaboration, student-centeredness, academic achievement

ADVISING CALENDAR

Academic Calendar: <https://www.bhsu.edu/Registration-Records/Academic-Calendar>

What?	When?	More info
<i>Census Date</i>	2 nd week of classes	Last day to drop or add a class
<i>Midterm Deficiency Grades</i>	Middle of the semester	A deficient grade indicates you're not passing and need to improve in the 2 nd half of the semester.
<i>Registration</i>	2 nd half of the semester	When you're eligible to register! You have a unique date. https://www.bhsu.edu/Student-Life/Student-Services/Academic-Advising/Registering-for-Classes
<i>Withdrawal Deadline</i>	Early Nov. or Early April	Last day to withdraw from a class with a "W" grade



ADVISOR & ADVISEE RESPONSIBILITIES

ADVISEE (STUDENT) RESPONSIBILITIES	ADVISOR RESPONSIBILITIES
Monitor your email for communications from your advisor and follow-up as necessary. Communicate with your advisor when you have questions or need help.	Keep regular office hours and appointment times and respond to e-mails/calls from advisees in a timely manner. Communicate important messages and information to advisees, including campus/program policies and procedures.
Be an active participant in developing goals for your college experience and your career that consider your interests, values and abilities while ensuring timely progress toward your degree.	Make sure students' academic goals are in line with their interests and abilities. Provide students with opportunities to learn more about their strengths, interests, and career goals.
Be open and willing to consider advice provided and to accept responsibility for your decisions and actions.	Support students as they navigate the educational system with responsive listening skills, confidentiality, sensitivity, and respect. Provide referrals to campus resources when needed.
<i>Prior to registration appointments, please:</i> Bring a laptop (if you have one); review the DegreeWorks audit; review upcoming course offerings and come with tentative course selections.	Assist students in understanding the curriculum and program requirements for their degree and provide accurate advising information, including course selections and a graduation plan.
Become knowledgeable about campus policies, procedures, deadlines, and resources.	Ensure that students are part of the advising process and are provided with the opportunity to become more independent and self-directed.

ADVISING LEARNING OUTCOMES & GOALS

Students who actively participate in academic advising will be able to:

- Communicate with faculty and advisors, ask for help when you need it and access resources.
- Understand the SDBOR General Education requirements, program requirements specific to your degree, as well as your DegreeWorks audit.
- Make connections with students, staff & faculty and become engaged with campus organizations.
- Solidify your major by your second year and connect with your program faculty; have information about career outcomes in your field, as well as additional education or training required.
- Follow a grad plan (and course rotations) that keeps you on track with your graduation timeline.
- Register for classes a year ahead and as soon as you're eligible; utilize SNAP for registration.
- Develop critical thinking & problem-solving skills to help you navigate difficult situations.
- Develop self-awareness; understand your biases and how your background shapes your experiences; identify your strengths and weaknesses, both academic and personal.
- Create and revise personal and professional goals & make an action plan for achievement.
- Demonstrate an understanding of BHSU academic policies and procedures (e.g., registration dates, graduation deadlines, financial aid & scholarship requirements, good academic standing).

Disability Statement – BHSU strives to ensure that physical resources, as well as information and communication technologies, are accessible to users to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Disability Services Coordinator, Jennfier.Lucero@BHSU.edu.