



## School of Health Sciences

### Advising Syllabus

**Statement of Purpose:** Academic Advising is a collaborative process where you and your advisors work together to set goals for your academic life. However, ultimately **you as the student are responsible for your educational experience.** Academic Advising provides the student with information and skills that enable you to critically assess your goals, develop a comprehensive plan of study that culminates in certification, licensure, and/or graduation, create a schedule for progressing through the plan, and monitor the results of that plan.

#### Student Learning Outcomes

1. Develop academic and career goals
2. Understand the opportunities that MGA provides toward achieving your academic and career goals
3. Develop a program of study that is aligned with your goals and can help you achieve them
4. Develop a schedule for completing your program of study, including a timeline for taking the required courses
5. Analyze your academic performance and revise your program and plan accordingly

#### Advising Responsibilities

As an advisee, you are expected to:

- Decide on your educational goals and develop an educational plan that includes course and out of class activities
- Know your curriculum program and track your progress towards graduation
- Follow MGA academic policies, procedures, and deadlines
- Use the online Student Handbook, Catalog, Course Schedule, and Academic Calendar effectively as information resources
- Meet with your advisor on a regular basis (see Advising Policy on page 2)
- Use advising sessions effectively by making appointments, arriving on time, bringing needed materials, i.e. Advising Worksheet, planning for the session, and asking specific questions
- Be respectful and courteous – treat others the way you wish to be treated
- Email etiquette - Please ensure that when sending a message via email that you include a subject line and that you end the message with your name. Complete a spell check to ensure that spelling and grammar are correct. Refer to the instructor in a professional manner. Make sure that your message is clear and concise.
- Accept responsibility for your decisions and actions

As an advisor, you can expect us to:

- Comply with requirements of the Federal Education Rights and Privacy Act
- Provide services either through a professional or faculty advisor
- Assist you in determining your education goals, including discussion of choice of major
- Work with you to develop an academic plan based on your program of study

- Recommend class choices on a semester basis
- Recommend appropriate resources and services
- Monitor your progress and discuss concerns, including intervention during the semester
- Document your progress
- Understand and provide accurate information regarding requirements, policies and procedures

## Advising Worksheets

Nursing <https://www.mga.edu/health-sciences/nursing/advising.aspx>

Health Services Administration <https://www.mga.edu/health-sciences/health-services/advising.aspx>

Respiratory Therapy <https://www.mga.edu/health-sciences/respiratory-therapy/advising.aspx>

Occupational Therapy <https://www.mga.edu/health-sciences/occupational-therapy/advising.aspx>

## Finding Your Academic Advisor (*Use email as primary point of contact*)

Nursing: Azizza Pitts ([azizza.pitts@mga.edu](mailto:azizza.pitts@mga.edu)); (478) 471-2761

Lisa Kelly ([lisa.kelly1@mga.edu](mailto:lisa.kelly1@mga.edu)) (478) 934-3314 Cochran; (478) 274-3017 Dublin

Health Services and Respiratory Therapy: Angela Brice ([angela.brice@mga.edu](mailto:angela.brice@mga.edu)) (478) 471-2783

Occupational Therapy Assistant: Lisa Kelly ([lisa.kelly1@mga.edu](mailto:lisa.kelly1@mga.edu)) (478) 934-3314 Cochran

<http://www.mga.edu/health-sciences/default.aspx>

## You should complete the following table to keep track of your advisors

Freshman Year Advisor	Name: Email: Phone: Office Hours:
Sophomore Year Advisor	Name: Email: Phone: Office Hours:
Junior Year Advisor	Name: Email: Phone: Office Hours:
Senior Year Advisor	Name: Email: Phone: Office Hours:

## Advising Policy

Freshman and Sophomores are required to meet with their academic advisor a minimum of once per academic semester. Juniors and Seniors are required to meet with their academic advisor at least once per academic year. Seniors are encouraged to meet with their advisor in both the Fall and the Spring semesters. During this meeting it would be wise to conduct a program/degree audit to ensure that you are on the right path to program completion. Any student on Academic Probation will be required to meet with their advisor and devise an Academic Success plan. General advising

matters can be handled through phone calls, email, or in a face-to-face meeting. Any matter of a sensitive or a confidential nature will be conducted in a face-to-face meeting. Consent must be obtained if a student would like a family member or significant other to attend an advising session (see Advising Consent Form

<http://www.mga.edu/advising/documents.aspx>).

Your Academic Advising experience is important to us. After you've met with your advisor, please complete the MGA Academic Advising Survey and return the survey in a designated survey box located in one of the main offices. The survey can be accessed at (see Academic Advising Survey Form <http://www.mga.edu/advising/documents.aspx>).

## **Advising Calendar**

Select the appropriate semester from the Academic Calendar (<http://www.mga.edu/academics/calendars/default.aspx>).

Note the Advising schedule for each semester.

## **Your Experience**

College is more than just getting a degree. It's about preparing you to succeed in life and making a difference in your community and beyond. During your first year, think about what kind of learning opportunities you want to pursue outside of the classroom, such as:

Study Abroad – live in another country and take classes that count towards your MGA degree

Internships or Clinical Experiences – real world experience in an area that relates to your academic or career interests; see the Knowledge@Work webpage (<http://www.mga.edu/KnowledgeAtWork/default.aspx>)

Involvement – explore campus clubs and organizations; MGA School of Health Sciences has 4 student organizations

Middle Georgia State University Association of Nursing Students

Middle Georgia Respiratory Education Action Team

MGA Association of Healthcare Executive Students

MGA O.T.A. Students Organization

Leadership – Seek out leadership opportunities in student government, student clubs or other organizations

Community Service – volunteer for a community or nonprofit organization

Research – collaborate with faculty on a project or experiment

Keep yourself open to different experiences and opportunities. Even if you think you've chosen the right major, make sure you take the time during your freshman year to consider the various academic options MGA has to offer. It never hurts to formulate a Plan B just in case your original plan does not work out. Equally important is making time to reflect on what your academic experiences mean to you. Consider how your interests, values, and skills fit with the opportunities you have at MGA. Career Services at MGA also has resources to help you initiate the career planning process as part of your exploration.

## Monitoring Your Progress

GPA Calculator (<http://www.mga.edu/registrar/gpa-calculator.aspx>)

## Resources

SOHS (<http://www.mga.edu/health-sciences/default.aspx>)

Student Success Center (<http://www.mga.edu/student-success-center/ssc-resources.aspx>)

Counseling Center (<http://www.mga.edu/counseling-center/>)

Knowledge@Work (<http://www.mga.edu/KnowledgeAtWork/default.aspx>)

Career Services (<http://www.mga.edu/career-services/>)

Testing Services (<http://www.mga.edu/testing-services/>)

Disability Services (<http://www.mga.edu/disability-services/>)

International Student Support (<http://www.mga.edu/admissions/F1-visa.aspx>)

Library (<http://www.mga.edu/library/>)

Campus Store (<http://www.mga.edu/campus-store/>)

Financial Aid (<http://www.mga.edu/financial-aid/>)

Wellness Center – Macon (<http://www.mga.edu/wellness/macon-campus/default.aspx>)

Cochran (<http://www.mga.edu/wellness/cochran-campus/default.aspx>)

Health Clinic Macon Campus (<http://www.mga.edu/health-clinic/>)

## Forms Commonly Used

Change of Major Form ([http://www.mga.edu/registrar/docs/Change\\_of\\_Major\\_Form.pdf](http://www.mga.edu/registrar/docs/Change_of_Major_Form.pdf))

Petition for Course Substitution ([http://www.mga.edu/faculty-affairs/docs/course\\_substitution.pdf](http://www.mga.edu/faculty-affairs/docs/course_substitution.pdf))

Petition for General Purpose ([http://www.mga.edu/faculty-affairs/docs/General\\_Purpose\\_Student\\_Petition.pdf](http://www.mga.edu/faculty-affairs/docs/General_Purpose_Student_Petition.pdf))

**Please retain this Syllabus as well as your Advising Worksheet during your attendance at MGA.**