

# Adviser and Advisee Rights and Responsibilities

<p><i>Rights of Student Advisees</i></p> <ul style="list-style-type: none"><li>• Access to accurate information</li><li>• Respectful treatment</li><li>• Needs addressed seriously and with confidentiality</li><li>• Accurate records of progress at the institution</li><li>• Assistance from advisers in decision making</li><li>• Referral to appropriate support services</li><li>• Freedom to make the final decision</li></ul>	<p><i>Responsibilities of Student Advisees</i></p> <ul style="list-style-type: none"><li>• Actively participate in the advising process</li><li>• Responsible for their own actions</li><li>• Be on time for appointments</li><li>• Be prepared</li><li>• Be willing to discuss problems and challenges</li><li>• Respect for themselves and their advisers</li><li>• Obligation to make the final decision</li></ul>
<p><i>Rights of Advisers</i></p> <ul style="list-style-type: none"><li>• Advisees actively participate in the advising process</li><li>• Advisees take responsibility for their own actions</li><li>• Advisees are on time for appointments</li><li>• Advisees come prepared</li><li>• Advisees are willing to discuss problems and challenges</li><li>• Respectful treatment.</li></ul>	<p><i>Responsibilities of Advisers</i></p> <ul style="list-style-type: none"><li>• Provision of accurate information</li><li>• Treating students with respect</li><li>• Address student needs seriously and with confidentiality</li><li>• Keep accurate records of student progress at the institution</li><li>• Assist student in decision making</li><li>• Refer students to appropriate support services</li><li>• Allow the student to make the final decision</li></ul>

From Vowell, F. & Farren, P.J. (2003). Expectations and training of faculty advisors. In Kramer, G. L. (Ed.), *Faculty advising examined: Enhancing the potential of college faculty as advisors*. (p. 65). Bolton, MA: Anker Publishing Company, Inc.

# SCHEDULE PLANNING WORKSHEET

Complete this worksheet **BEFORE** you meet with your academic adviser!

## YOUR PROPOSED CLASS SCHEDULE

- Directions:
1. Get a curriculum guide for your major (available in 1315 Peck Hall).
  2. Print your transcript from CougarNet ([www.siu.edu/COUGARNET/](http://www.siu.edu/COUGARNET/)). While on CougarNet, check to see if you have any holds on your account. *You must get all holds lifted prior to registration.*
  3. Mark off the courses you have completed on your curriculum guide.
  4. Identify the courses in which you are currently enrolled.
  5. From the remaining courses, select those you would like to complete next semester. Use CougarNet to verify course offerings for this term.
  6. Check the Course Description section of the SIUE Undergraduate Catalog ([www.siu.edu/registrar](http://www.siu.edu/registrar)) or CougarNet to make sure you have completed the pre-requisites for those courses.
  7. Enter all the information on the chart below, and **bring this chart with you to your advising appointment.**

Subject Area	Course No.	Course Fit (Why do I need this class?)	CRN	Semester Hours

**Alternate Choices** (Please list three or more alternate choices.)


*If you need assistance, a sample class schedule is provided on the back of this page as an example to demonstrate the proper way to complete this worksheet.*

## Sample Class Schedule

Subject Area	Course No.	Course Fit (Why do I need this class?)	CRN	Semester Hours
ENG	102	Skills Requirement	39940	3.0
BIOL	111	Intro Natural Science & Math	45029	3.0
PHIL	106	Skills Requirement	02134	3.0
ART	225A	Distribution Fine Arts & Humanities	63876	3.0
HIST	200	Distribution Social Science	62026	3.0

### Alternate Choices (Please list three or more alternate choices.)

ESCI	111	Intro Natural Science & Math	62034	3.0
SPC	103	Skills Requirement	83753	3.0
PSYC	111	Intro Social Science	09867	3.0
PHIL	111	Intro Fine Arts & Humanities	53098	3.0

## TIPS FOR COURSE SCHEDULE SEARCH

- You must select a **subject**; you can click and drag to select all subjects; you can use Ctrl and click to select more than one subject.
- If you want a list of all courses that meet a specific General Education requirement, you can click and drag to select all subjects. Under **Attribute Type** select the General Education requirement you need. For example, if you know you need an Introductory Social Science course, but you don't know which courses fit that requirement, you can select all subjects. Then select Introductory Social Sciences under **Attribute Type**. This will provide you with all of the Introductory Social Science courses being taught that term.
- You can use a variety of additional criteria to narrow your search. Some of these criteria include instructor, day and time, instructional method, etc.
- Once you have found courses in the **Class Schedule Listing** you can click on the **Course Name** for course availability and prerequisites. Click **View Catalog Entry** for the course description.
- The five digit number after the course title is the **Course Request Number (CRN)**. This number is required for web registration.

## Plagiarism

*Approved by Chancellor effective 5/20/04*

*This policy was issued on June 10, 2004, replacing the March 23, 2004 version.*

*Document Reference: 116*

*Origin: CC 2-79/80; OP 11/5/90; OP 4/10/91; OC 3/10/04; GR 1-03/04*

The University recognizes plagiarism as a serious academic offense. Plagiarism, the act of representing the work of another as one's own, may take two forms. It may consist of copying, paraphrasing or otherwise using the written or oral work of another without acknowledging the source, or it may consist of presenting oral or written course work prepared by another as one's own.

Normally a student who plagiarizes shall receive a grade of E [F EFFECTIVE FALL 2001] in the course in which the act occurs. The offense shall also be reported to the Provost. In addition, any graduate student who has been found to have committed an act of plagiarism may be dropped from his or her graduate degree program by his or her department. A student who is reported a second time shall be suspended from the University for a period of not less than one term. Should a student who has been suspended for plagiarism be readmitted and be again found guilty of the offense, he/she shall be permanently expelled from the University.

This policy statement shall appear in the University catalogs and course announcements, shall be called to the attention of advisers, shall be explained during the program of new student orientation, and shall be published in the Alestle at least once during the beginning of each fall term.

The Provost and Vice Chancellor for Academic Affairs is charged with administrative responsibility for handling complaints, allegations, or grievances against students concerning plagiarism, according to the *Student Academic Code (Policy 3C2)*.

From <http://www.siu.edu/POLICIES/1i6.html>, accessed 1/22/07

### **LOOKING FOR FURTHER HELP IN AVOIDING PLAGIARISM?**

Speak with your instructor, sit down with a writing consultant in the Writing Center (1419 Peck), or check out one of the links below:

#### **How to Recognize & Avoid Plagiarism (from Indiana University)**

<http://www.indiana.edu/~wts/pamphlets.shtml>

#### **How Not to Plagiarize (from the University of Toronto)**

<http://www.utoronto.ca/writing/plagsep.html>

#### **How to Avoid Plagiarism: A Student's Guide**

<http://www.siu.edu/~smoiles/antiplag.html>

From <http://www.siu.edu/~smoiles/antiplag1.html>, accessed 1/22/07

# The Nuts and Bolts of Academic Success

1. Keep and familiarize yourself with all of your class syllabi, transfer due dates from syllabus to planner..
2. Clarify any gray areas/questions/concerns about class expectations early on in the semester.
3. Write date on **all** handouts received and notes taken in class.
4. Keep track of all grades earned in all classes – you want to have an accurate sense of where you stand in each class at any point in time.
5. Set your own attendance expectations. Consider absence only in times of emergencies.
6. Make yourself known to the professor – follow up with them ASAP if you are absent.
7. Develop a network in each course – find a study partner/study group.
8. Be aware of the resources available to you
  - a. Math Resource Area
  - b. Writing Center
  - c. Speech Center
  - d. Chemistry Tutors
  - e. [www.siu.edu/IS/TUTOR](http://www.siu.edu/IS/TUTOR)
  - f. Library
  - g. Supplemental Instruction
  - h. Book website/CD (see table contents/preface for web address)
9. Devote one day each week to work on upcoming projects. Break larger tasks down and get started early!
10. Be consistent in your efforts and your attitude!