

Registration

An important part of the advising process is registration for classes. After meeting with your advisor, you can register using a computer (STARMU), the phone (PAWS), or in person at 205 Brady Commons. You will be assigned a specific time to register which will be printed on your registration form (not every Academic Unit uses these) or sent to you via your MU e-mail account. Make sure to schedule an appointment with your advisor prior to your registration time.

Checklist for a Successful Registration

- ✓ Know the specific dates for registration.
- ✓ Make an appointment to see your advisor.
- ✓ Review the Schedule of Courses online and pick up your registration form, if applicable.
- ✓ Check with your advisor to see if a degree audit is available.
- ✓ Prepare a list of questions.
- ✓ Use STARMU or PAWS to check course availability.
- ✓ Meet with your advisor and discuss your choices and questions.
- ✓ Confirm that courses are still open through STARMU or PAWS.
- ✓ At the day and time assigned to you, register for classes.

Check with your Dean's office if you need additional advising assistance or a new advisor.

Undergraduate Advising Offices

Academic Exploration & Advising (SSC)	884-9700
Agriculture, Food and Natural Resources	882-8301
Arts and Science	882-6411
Business	882-7073
Education	882-7831
Engineering	882-4377
Health Professions	882-8012
Human Environmental Sciences	882-6629
Journalism	882-4821
Natural Resources	882-1730
Nursing	882-0277
Social Work	884-9385

Other Important Numbers

Academic Retention Services	882-9208
Career Center	882-6801
Counseling Services	882-6601
Disability Services	882-4696
Honors College	882-3893
International Center (Study Abroad)	882-6007
Learning Center	882-2493
Missouri Students Association (MSA)	882-3780
Registration	882-7881
Total Person Program (Athletic Dept.)	884-0319

Check it out!

Academic Advising at MU

“Academic advising is an ongoing active process involving student, advisor and institution, the primary goal of which is to assist students in the development and accomplishment of meaningful educational plans that are compatible with their life goals.”

From the MU Advisors Forum Mission Statement

THE ADVISING PROCESS

A Partnership Between Student and Advisor

STUDENT'S RESPONSIBILITIES

- Form academic, career, and personal goals.
- Develop plans to reach goals.
- Learn degree requirements.
- Schedule and keep appointments with advisor.
- Be prepared for advising sessions; bring degree forms and/or transcripts. Prepare a list of questions. Read the Undergraduate Catalog and Schedule of Courses in advance.
- Explore ways to enhance your education.
- Consider and follow-up on advice you are given.
- Seek help at first sign of problems; don't expect problems to be resolved without action.

ADVISOR'S RESPONSIBILITIES

- Help student set and clarify goals.
- Review plans to reach goals and consider alternatives if goals are unrealistic.
- Help student learn rules and regulations necessary for graduation.
- Be available for appointments on a regular, predictable basis.
- Explain curricular options, answer registration questions and teach student how to choose and schedule classes.
- Identify resources and opportunities. Make referrals as appropriate.
- Give the best possible advice to help the student recognize personal abilities and interest to realize full potential.
- Help explore problems, seek solutions, and make appropriate referrals.

Most Successful Students Consult Professional Advisors, Faculty Advisors, and Peer Advisors

Professional Academic Advisor

An individual who assists students with academic planning and setting educational and career goals, and provides information on rules and regulations, graduation requirements, transfer issues, study abroad and co-curricular opportunities, class scheduling, and life after graduation. An academic advisor directly advises students but also has other responsibilities such as updating student records, recruitment, program coordination, advising student groups, preparation or printed material, participation on campus/departmental committees, and teaching.

Faculty Advisor

An individual who assists students with academic planning, meeting degree requirements, and setting educational and career goals; gives specific advice for majors, preparing them for advanced study and careers; provides information about co-curricular opportunities and individual academic/research work. A faculty advisor's primary responsibilities are teaching, research and service to the institution and the academic discipline. Thus, plan ahead when seeking the assistance of a faculty advisor: be prepared with questions and be aware of their office hours.

Peer Advisor

An undergraduate student who can answer routine questions regarding the use of STARMU and PAWS, and who can assist students with reading a degree audit and registering for classes. A peer advisor is responsible for providing procedural information and making appropriate referrals.

You Can See An Advisor To:

- **Get advice** on how to establish relationships with professors for future letters of recommendation and how to talk to an instructor concerning your work in class.
- **Discuss** how to explore majors, transfer divisions or change majors, and plan long-range academic/career options.
- **Make** a four-year academic plan and discuss majors, a double major, or a dual degree.
- **Learn** about grading options, class standing, academic status, dates and deadlines, and other university rules and regulations.
- **Explore** co-curricular activities, discuss experiential learning possibilities: internships, co-ops, part-time jobs, volunteer positions, research opportunities, and study abroad.
- **Discuss** academic difficulties, discuss how or whether to withdraw or to drop a class, explore available options.
- **Find out** who to talk to about personal concerns, and to notify instructors in emergency situations, if necessary.