



ACADEMIC ADVISING SYLLABUS

UNIVERSITY OF MISSOURI - KANSAS CITY

Academic Year 2024-2025

Vision

Roo Advising empowers students to successfully plan and manage their academic careers.

Mission

Roo Advising works collaboratively with students, staff, faculty, and the UMKC community to foster equity, empower academic and professional excellence, and support our continued growth and collective success.

Contact Information

Roo Advising Main Reception: Scofield Hall, Lower level, Room 9

(see below for Appointment Check-In Locations by MAP)

Hours: Monday-Friday 8:00am-5:00pm

Phone: (816) 235-1148

Email: rooadvising@umkc.edu

Appointment Check-In Locations ([Campus Maps and Shuttle Information](#))

Location	MAPs
Scofield Hall, Lower Level, Room 9	<ul style="list-style-type: none"> • Art & Cultural Studies • Exploratory (Undecided) • FLEX (Non-degree/Visiting) • Human Behavior, Education & Justice (all <u>except</u> Education-see below)
Bloch Heritage Hall, Suite 221	<ul style="list-style-type: none"> • Business & Management
Education Building, Suite 129	<ul style="list-style-type: none"> • Human Behavior, Education & Justice (Education ONLY)
Manheim Hall, Suite 307	<ul style="list-style-type: none"> • Numbers, Engineering, Technology & the Cosmos • Natural & Health Sciences (all <u>except</u> Pre-Nursing and Nursing-see below)
(Online only)	<ul style="list-style-type: none"> • Pre-Nursing and Nursing

(a full list of majors by MAP can be found below)

Response Time

We will make every effort to respond to students as quickly as possible. Please allow 2 business days for a response (not including holidays, days the university is closed, or days an advisor is out of the office).

Assigned Academic Advisor

All undergraduate students at UMKC have an Academic Advisor assigned to them. Students can find their Academic Advisor using the steps below. Students pursuing programs (majors) in more than one MAP may have a separate advisor assigned for each.

1. Log into [UMKC Connect](#). Sign in with SSO and Password.
2. Select **My Success Network** from the navigation menu to display personalized network. The Assigned Academic Advisor will be listed under **Your Connections**.



Advisor Name

Assigned Academic Advisor

Students can also find their advisor through the [Advisor Directory](#) at umkc.edu/advising.

Advising Appointments

Academic Advising is an essential partnership that supports students to choose and understand the requirements for their declared programs and assists them to build a plan to guide their enrollment through degree completion and graduation. Their assigned academic advisor(s) will be here to encourage and support students to develop self-agency, navigate UMKC technology, and address academic, social, and extracurricular issues or concerns that may arise.

Students are encouraged to schedule an appointment with their assigned academic advisor through [UMKC Connect](#). Appointments may be scheduled as needed; however, all degree-seeking undergraduate students will have an advising hold on their account each term that will prevent future term enrollment until resolved.

- **Freshman, Sophomore and Transfer students with fewer than 60 completed hours** are required to meet with their assigned academic advisor each term to review their enrollment plans and have their advising hold resolved.
- **Juniors, Seniors, and Transfer students with more than 60 completed hours** may be able to review their enrollment plans via email in lieu of an appointment. The following programs require an in-person or virtual advising appointment every semester to enroll for the following term:
 - **Natural & Health Sciences-**
 - Chemistry
 - **Numbers, Engineering, Technology, & the Cosmos-**
 - Civil Engineering
 - Computer Science
 - Electrical & Computer Engineering
 - Information Technology
 - Mechanical Engineering

Advising holds are placed by the Office of the Registrar. Students are encouraged to schedule registration and enrollment appointments early in the semester to develop and or review their academic plans. Scheduling appointments early will ensure appointment availability and prevent enrollment delays.

See the Schedule of Advising/Milestones for more appointment requirements.

Success Coach

The Roo Advising Success Coaches (successcoach@umkc.edu) offer support to students who are experiencing challenges both in and out of the school setting. Each Success Coach serves as an entrusted person with whom students can discuss strategies, tools and resources that will help them be successful in reaching their academic and personal goals. Students can find their assigned Success Coach in UMKC Connect under My Success Network.

Schedule An Appointment

UMKC Connect

Students may schedule appointments for advising through [UMKC Connect](#) using the steps below.

1. Log into UMKC Connect. Students will sign in with their SSO and Password.
2. Select **My Success Network** from the navigation menu to display their personalized network.
3. Find **Assigned Academic Advisor** and click the three dots to the right of their name and then select **Schedule** from the menu that appears.
4. Select **Academic Advising** and then select the reason for appointment from the options available and then click continue.
5. Adjust the date and time range as needed to find days and times that work for the student's schedule, and then select a time from the list.
6. Select a location.
7. Complete sign up by adjusting any details, such as duration, where applicable, and add any other details needed to help the advisor prepare for the appointment.
8. Click **Confirm** to finish scheduling the appointment. Students will get an email with the appointment details and the appointment will be listed on their **Dashboard**.

To schedule an appointment with a **Success Coach**, follow the steps above but select your Success Coach from My Success Network.

Contact Roo Advising for assistance

If students need assistance to schedule an appointment, please contact Roo Advising at (816) 235-1148 or rooadvising@umkc.edu.

Appointment Locations

Advising appointments are generally available for students to attend in-person or virtually through Zoom. When attending in person, students should check-in for their appointments at the Check-In Location indicated on page one (1) of this syllabus for their Major Academic Path or MAP. Students will sign in or be assisted to sign in at the available Kiosk Computer.

Appointment Availability

Advising appointment availability will vary by advisor but is generally available during normal operating hours. Weekday evening appointments may also be available on a limited basis. Please check your advisor's calendar for availability.

Reschedule or Cancel

Students who need to reschedule or cancel a previously scheduled advising appointment may do so by logging into Connect. Upcoming appointments will be listed on their Dashboard in the timeline view (left column). Click the edit icon (✎) to modify the appointment or the cancel icon (✕) to cancel it

Drop-In Advising

Students are encouraged to schedule an appointment. Occasionally, quick questions or issues may arise that can be handled on a walk-in basis. **Drop-In Advising is designed for issues that should take no more than 10 minutes to resolve.** Walk-In Advising is available when classes are in session as noted below.

The week prior to and during the first week of classes:

Monday and Tuesday: 10:00am-12:00pm

Wednesday and Thursday: 1:00pm-3:00pm

During the regular term: Weeks 2-15 for Fall and Spring terms and Weeks 2-8 for Summer

Monday and Tuesday: 11:00am-12:00pm

Wednesday and Thursday: 1:00pm-2:00pm

Students attending Drop-In Advising should report to the Check-In location for their MAP and sign in at the Kiosk Computer or with reception.

Major Academic Paths (MAPs)

Roo Advising is comprised of six (6) Major Academic Paths or MAPs. Each MAP has a manager and team of advisors who specialize in advising for their respective programs. The MAPs are organized around a common theme and in most cases around common math pathways.

Arts & Cultural Studies

This MAP is comprised of art and art history, dance, English, film and media, languages and literatures, music, and theatre. Faculty and alumni in this area have been internationally recognized for their creative works, performances, and scholarship.

- Art History (BA)
- Dance (BFA)
- English (BA)
- Film and Media Arts (BA)
- Jazz Studies (BM)
- Languages & Literatures (BA)
- Media and Art Design (BA)
- Music (BA)
- Music Composition (BM)
- Music Education (BME)
- Music Theory (BM)
- Performance (BM)
- Studio Art (BA)
- Theater (BA)

Business & Management

Students who select these majors seek to understand and engage real-world issues in every sector of industry and commerce related to management, marketing, entrepreneurship, accounting, and economics.

- Accounting (BSA)
- Business Administration (BBA)

Exploratory/Flex

Still exploring or just taking a class and not looking for a degree? Good for Students! Our team of specialized advisors will assist Students to explore options, find a major that is the right fit to meet their goals and assist with enrollment.

- Exploratory (Undecided)
- Non-Degree seeking / Visiting

Human Behavior, Education & Justice

Students who select these majors are curious to understand and impact people's thoughts, actions, emotions, learning, relationships, and communication, all from various perspectives.

- Applied Sciences (BAS)
- Communication (BA)
- Criminal Justice & Criminology (BA)
- Economics (BA)
- Education (BA)
- History (BA)
- Liberal Arts (BLA)
- Philosophy (BA)
- Political Science (BA)
- Psychology (BA)
- Sociology (BA)

Natural & Health Sciences

Students in this MAP appreciate scientific inquiry and the creation and application of knowledge. Majors in this MAP prepare students for careers in healthcare, health administration, health promotion, disease prevention, biological and chemical research, and other employment opportunities in scientific industries.

- Biology (BA & BS)
- Chemistry (BA & BS)
- Dental Hygiene (BSDH)
- Health Sciences (BHS)
- Pre-Dental Hygiene*
- Pre-Dentistry*
- Pre-Health Sciences*
- Pre-Law*
- Pre-Medicine*
- Pre-Pharmacy*
- Six Year Law Scholars*
- Health Sciences (BHS)
- Nursing (BNS)

*This is a non-degree Academic Plan and must be declared with a primary major.

Numbers, Engineering, Technology & the Cosmos

Students who select these majors desire to understand and engage in fields related to technology, geosciences, engineering, and physics. They provide cutting-edge, quantifiable, & sophisticated solutions to complex problems.

- Architectural Studies**
- Civil Engineering (BSCIE)
- Computer Science (BA & BS)
- Earth & Environmental Science (BA)
- Electrical & Computer Engineering (BS)
- Environmental Studies (BA)
- Information Technology (BIT)
- Mathematics & Statistics (BA & BS)
- Mechanical Engineering (BSME)
- Physics (BA & BS)
- Urban Planning & Design (BA)

**This Academic Plan is advised by faculty advisors outside of Roo Advising. Students should refer to their Success Network in UMKC Connect to find their Assigned Academic Advisor and contact information.

Advising Expectations

Advising is a Partnership

The advising relationship plays a critical role in student success. Students who actively participate with academic advising are better able to understand the requirements for their declared academic plans, navigate university technology, policy, and processes, and build autonomy and self-agency to successfully meet their academic goals.

Student Responsibilities

Explore the UMKC Catalog and familiarize themselves with the Academic Unit (School) policies, University policies, and the Major Map for their declared academic plan(s).

- Become familiar with common UMKC technology platforms including:
 - [UMKC Email](#)
 - [UMKC Connect](#)
 - [Pathway](#)
 - [Canvas](#)
 - [PlanMyDegree](#)
 - [Zoom](#)
- Ask for help or information when there is a question or assistance is needed.
- Plan ahead and come to advising appointments with questions and topics for discussion.
- Be open and honest in their communication with their advisor and be willing to listen to their recommendations and prepared to act on them.
- Regularly check their UMKC email and respond promptly when a reply is requested.
- Familiarize themselves with campus resources, including [Student Success Services](#) and [RooGroups](#).
- Be aware of important dates, particularly those for withdrawals, refunds, and registration found on the [Academic Calendar](#).

Advisor Responsibilities

- Be accessible by phone, email, and appointment.
- Respond to phone and email messages in a reasonable time frame. (Our goal is 2 business days)
- Be knowledgeable about the requirements for degree programs and university policies and procedures.
- Help develop an academic plan and regularly review their progress to degree, providing feedback and recommendations as warranted.
- View each student as a unique individual and facilitate conversations that provide information and perspective. Assist them to make choices that support their goals and degree completion.
- Provide referrals to connect students with academic, social, financial and wellness resources as appropriate.

Pre-Professional Advising

Pre-Dental, Pre-Health, Pre-Medicine

Students preparing to enter [professional health careers](#) are encouraged to declare the appropriate major to receive their bachelor's degree in a particular area of study. Students should contact the Pre-Professional Health Advisor listed in UMKC Connect under **My Success Network**. The Pre-Professional Health Advisor will ensure students are taking the correct prerequisite courses and beneficial classes to apply to professional programs. Pre-Professional events and workshops are updated monthly on [Roo Groups](#). These events are intended to help students work on various aspects of the application process and network with programs they may consider applying to.

Pre-Dental Hygiene

Students preparing to apply to the Dental Hygiene program are assigned to the Pre-Professional Health Advisor who will work with them to develop an academic plan to complete prerequisites and general education requirements for the program. Beneficial events and workshops pertaining to Pre-Dental Hygiene students can be found on [Roo Groups](#).

Pre-Education

Students who are Pre-Early Childhood or Pre-Elementary Education must apply for the Teacher Education Professional Program. The Teacher Education Professional Program is the final 2 years of a student's teacher certification program. Student may be eligible if they meet the following criteria by March 1st to start in the following Fall semester:

- Undergraduate student who has been admitted to UMKC as an education major.
- Completed, or in the process of finishing, all pre-professional course requirements with a grade point average (GPA) of 2.75 or higher prior to start of the fall semester.
- A cumulative grade point average (GPA) of 2.75 or higher prior to start of the fall semester.
- Complete the Teacher Education Intent Form: https://umkc.co1.qualtrics.com/jfe/form/SV_8BSMd6IFpnXP5oW.

- Completed, cleared national background check with the Missouri Automated Criminal History System (MACHS).
- Obtain a Missouri Substitute Teaching Certification.
- Additional program-specific criteria may be required upon request.

Students are subject to any Missouri legislative action or State Board of Education policy that may become effective at any time. To find the latest criteria, visit <https://seswps.umkc.edu/current-students/how-to-become-a-teacher/teacher-education-application.html>.

Pre-Law

Students interested in applying to law school are encouraged to declare majors that will help them prepare for the rigors of a professional program. The Pre-Professional Law Advisor listed in UMKC Connect under **My Success Network** will guide them through the various routes to law school and how to be a competitive applicant. Advantageous events and workshops for Pre-Law students can be accessed through [Roo Groups](#).

Pre-Pharmacy

Students preparing to enter pharmacy careers are assigned an academic advisor who will work with them to develop an academic plan to complete required prerequisite coursework for the professional program application.

Academic Resources

The [UMKC website](#) is an essential resource for students seeking support and resources. Additional Academic Recourses include:

Academic Calendar

Students are encouraged to review important add, drop, or withdraw dates: <https://calendar.umkc.edu/academic-calendar/>

Academic Support and Mentoring

UMKC's office of Academic Support and Mentoring provides innovative support services and resources to ensure educational access and personal success for every student. For information on tutoring, student success seminars, and other information, please visit: <https://www.umkc.edu/asm/>

Basic Needs

It can be challenging to do their best in class if students have trouble meeting basic needs like safe shelter, sleep, and nutrition. If students have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live, UMKC is here to help. The UMKC [Basic Needs webpage](#) has information on resources for food assistance, housing assistance and financial literacy. The Kangaroo Pantry is a free resource for all UMKC students that provides food and other items to those in need. Check out the [Kangaroo Pantry website](#) for details on hours and locations.

Campus Safety

Inclement weather, mass notification, and emergency response guide:

<http://www.umkc.edu/umkcalert/>

Counseling Services and Student Health & Wellness

UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. [UMKC Counseling Services](#), located at Brookside 51 Building, 5110 Oak Street, Suite 201, offers a wide range of supportive services to students. Appointments can be made by calling 816-235-1635. [UMKC Student Health and Wellness](#), located at Brookside 51 Building, 5110 Oak Street, Suite 237, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816-235-6133. The [MindBody Connection](#) is located in the Student Union, room 413 and offers a variety of stress-reduction services.

Students are encouraged to review UMKC's [Policy on Suicide Prevention Resources](#) which provides resources, referral information, and training opportunities to help recognize signs of distress in themselves and their peers as well as how to make appropriate referrals for support and assistance.

Students may contact the [UMKC Student HelpLine](#) (816-235-2222) with any questions or concerns. Students may also utilize the [Complaint Policy](#) to file a complaint online.

Student Accessibility Services

To obtain accessibility-related accommodations and/or auxiliary aids, students with accessibility issues must contact Student Accessibility Services as soon as possible by calling 816-235-5612. Once verified, our office will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to:

<https://www.umkc.edu/wellness/services/accessibility/>

Technology Assistance

The links below will connect students with answers and information for the most common technical questions and issues students experience.

- UM System Student Learning Support: <https://online.missouri.edu/learning>
- UM System Teaching Tools: <https://teachingtools.umsystem.edu/support/home>

UMKC Connect

[UMKC Connect](#) is an important tool for communication between students, staff, and faculty. Throughout the term students may receive emails from Starfish Connect regarding course grades or academic performance as well as appointment reminders, graduation status updates, and other helpful notifications. Students are expected to address information posted in a timely fashion. This information may be shared with the student's Success Network made up of his or her academic advisor(s) and other campus resources so that UMKC may fully support the student's success.

Other Important Academic Policies

UMKC Policies and Resources for students can also be found at the following link:

[\[https://online.umkc.edu/support-policies\]](https://online.umkc.edu/support-policies)

Additional Information

Equal Opportunity & Educational Access

UMKC is committed to providing equal opportunities to all students without unlawful discrimination on the basis of a protected identity, or their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law.

Discrimination & Harassment: Compliance with UM System Collected Rules and Regulations (CRRs) [600.000](#) is monitored by the Office of Affirmative Action (<https://info.umkc.edu/title9/>), but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives, and programs. If a student or someone they know has experienced discrimination or harassment based on their protected identity, we encourage them to visit [Making a Report](#).

CRR [600.010](#) prohibits protected identity discrimination and harassment as well as sexual harassment and sexual misconduct by a student, employee, volunteer, or visitor that is not prohibited under CRR [600.020](#) and Title IX (see below), and that occurs within a UMKC educational program or activity, on- or off-campus, including when the conduct occurs off-campus and interferes with or limits the ability of any person to participate in or benefit from UMKC's educational programs or activities or employment. For those who have experienced discrimination or harassment, please see the [Support](#) and [Connections](#) pages of our Equity & Title IX website for a list of campus and community support services.

Sexual Harassment under Title IX: UM System Collected Rules and Regulations (CRRs) [600.020](#) prohibits all students, employees, volunteers, and visitors from engaging in sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, in a university education program or activity against a person in the United States. If a student or someone they know has experienced any of these forms of prohibited conduct, please visit the [Support](#) and [Connections](#) pages of our Equity & Title IX website for a list of support services on campus and in the community. For information on how to make a report to the university, visit [Making a Report](#).

Failure to Accommodate Students with Disabilities: UM System Collected Rules and Regulations (CRRs) [600.010](#) prohibits discrimination against students with disabilities and ensures these students receive educational accommodations as issued by [Student Disability Services](#). If students believe an employee of the university has failed to accommodate their disability, visit [Making a Report](#).

Accommodating Pregnancy & Related Conditions: UMKC provides reasonable accommodations to students related to pregnancy and childbirth, including adjustments to attendance requirements, course due dates, leaves of absence, and other accommodations. If Students have questions or would like to request arrangements, please visit [Pregnancy & Related Accommodations](#).

Mandated Reporting: Nearly all UMKC employees, including their course instructors, advisors, and other support staff, are required to report all information related to any known or suspected discrimination, harassment, or sexual misconduct to the Office of Affirmative Action and cannot offer confidentiality. However, students may seek confidential support from [RISE: Resources, Intervention, Support, & Education](#), [Counseling Services](#), and [Student Health & Wellness](#).

Employees of these offices are exempt from mandated reporting so long as the disclosure of prohibited conduct occurs in a confidential communication while they are acting as support advocates, professional counselors, or medical personnel. An exemption does not extend to these employees when the disclosure is made in non-confidential setting. If Students have a question about confidentiality when making a disclosure to RISE, Counseling Services, or Student Health & Wellness, students should first ask whether the exemption applies.

Right to Free Expression

It is vitally important for UMKC to foster and maintain an educational environment that promotes free discussion, inquiry and expression by students inside the classroom and beyond, without fear that their exercise of such rights will have negative repercussions in areas over which the university has responsibility. It is equally important that students understand the narrow line separating their First Amendment rights and the legal and privacy rights of others so that students can exercise those rights within appropriate boundaries.

Per UM System Collected Rules and Regulations (CRRs) [200.015](#), their instructors should encourage free discussion, inquiry, and expression in courses, conferences and meetings. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Classroom Expectations: In exercising their right to free expression, UMKC requests students adhere to these five guidelines:

- Share responsibility for including all voices in the conversation, leaving sufficient time for others to engage in the discussion. Listen respectfully, avoiding interruptions or distractions.
- Recognize how their own identity and experiences inform their opinions and reactions to others. Be open to changing perspectives when exposed to the ideas of others.
- Speak with care, acknowledging that their words may be perceived as disrespectful, marginalizing, biased, or harmful.
- Understand that everyone makes mistakes; view these mistakes as valuable in the learning process. Notice their own defensive reactions, and channel them into furthering a productive discussion.
- Differentiate between safety and comfort; accept discomfort as necessary for learning and exploring ideas through a social justice lens.

Although their right to free expression is protected, their instructors have the authority to take action under [CRR 200.010](#) when they believe the conduct of any student unreasonably disrupts the classroom environment and prevents others from learning or threatens or endangers the health or safety of any person. If Students feel their instructor was in error in taking action under [CRR 200.010](#) related to their right to free expression, visit [Making a Report](#).