ACADEMIC ADVISEMENT CENTER
Office: Level 1, Holland Centennial Commons
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Phone: (435) 652-7690
E-mail: academicadvisement@dixie.edu
Web: www.dixie.edu/advisement

ADVISING

Academic advising is a service provided through the Academic Advisement Center. From orientation through graduation, your academic advisor is a primary resource regarding academic issues, opportunities, degree requirements, programs for your field of study, and transfer to another institution. A number of advisors are available to assist you:

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director of Academic Advisement</td>
<td>High School Transition Coordinator</td>
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<tr>
<td>Assistant Director of Academic Advisement</td>
<td>NCAA Athletes Coordinator</td>
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<tr>
<td>Registration &amp; Orientation Coordinator</td>
<td>Career &amp; Technical Education Coordinator</td>
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<td>Advisor Training &amp; Development Coordinator</td>
<td>Retention Coordinator</td>
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<tr>
<td>Associate of Arts/Science Graduation Advisors</td>
<td>Returning Adults Coordinator</td>
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<td>Veterans &amp; International Student Advisors</td>
<td>Health Science Advisors</td>
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<td>General Education Advisors</td>
<td>Transfer Out Coordinator</td>
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In addition, bachelor’s degree programs have specialized advisors or lecturer/advisors trained to assist students in the particular requirements of their programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Advisor</th>
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<tr>
<td>Accounting</td>
<td>Art</td>
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<tr>
<td>Biology</td>
<td>Business Administration</td>
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<tr>
<td>Communication</td>
<td>Computer &amp; Information Technology</td>
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<td>Criminal Justice</td>
<td>Dental Hygiene</td>
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<td>Elementary Education</td>
<td>English</td>
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<tr>
<td>History</td>
<td>Integrated Studies</td>
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<tr>
<td>Mathematics</td>
<td>Medical Laboratory Science</td>
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<td>Music</td>
<td>Nursing</td>
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<td>Physical Sciences</td>
<td>Psychology</td>
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<td>Spanish</td>
<td>Theatre</td>
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Find your advisor at:
http://www.dixie.edu/advisement/my_advisor.php

Registration & Orientation (R.O.A.D.S.)

Registration & Orientation at Dixie State is a program of summer sessions designed to assist new students transition to college and to DSU’s campus. R.O.A.D.S. includes a demonstration of the registration process and advisors to help students find which degree and program of study is best for them. R.O.A.D.S. shows students how to be responsible for their academic careers while being guided by an academic advisor. R.O.A.D.S. also introduces and explains Student Services, academic programs, and many other resources that help students succeed at DSU.

When to Meet with Your Advisor

New freshmen students will be able to meet with their advisors while attending summer R.O.A.D.S. sessions. Returning adult or transfer students can meet with their advisors in the Academic Advisement Center, or students can meet directly with their program advisor. Meeting with an advisor before registration will reduce a student’s risk of taking unnecessary courses or otherwise straying from his/her graduation plan. An advisor will encourage you to meet often to assist you in completing your degree requirements and apply for graduation in a timely manner.

How Your Advisor Can Assist You

Your advising experience is more than sharing information about academic courses and programs; it includes formulating important questions about the nature and direction of your education and finding the answers to those questions. As you progress through your academic program, your questions and concerns may change, and as they do your advisor can direct you to those answers. As you continue to work with your advisor, you will be assisted in developing a coherent and balanced program of study that fulfills your graduation requirements.

What to Expect When Meeting with an Academic Advisor

Your advisor will:

- Discuss your goals and interests to help you develop a strategy for achieving your academic and future career goals.
- Provide you with accurate, up-to-date information regarding the requirements of the certificate/degree you plan to pursue.
- Assist you in selecting courses appropriate to your goals.
- Orient you to academic policies, procedures, requirements, and deadlines.
- Challenge you to develop strong decision-making and self-advocacy skills, and promote self-directed learning.
- Educate you regarding online advisement resources.
- Understand your career opportunities and refer you to Career Services as needed.
- Refer you to additional services as needed.

What to Expect after Meeting with Your Academic Advisor

You will be able to:

- Make your own decisions regarding your personal academic goals.
- Register for courses or make changes to your schedule.
• Approach your professors or university administrators to resolve issues.
• Keep your advisor informed about changes in your academic progress, course selection, and career goals.
• Provide written authorization allowing your advisor and other college departments to share information, including your grades, academic progress, and courses, with your parents, guardian, or spouse.
• Recognize the academic deadlines and the calendar.
• Be familiar with prerequisites and graduation requirements for the certificate or degree you are pursuing.
• Discuss how prerequisites will affect the sequencing of classes.
• Understand academic performance standards.
• Know the GPA requirements for graduation and specific degree programs.

Dmail

Dmail is your Dixie State University email account. This email account will be used by professors, financial aid, registration, cashier’s office, academic advisement, campus security, student government, and many other DSU departments to contact you when needed. It is important to check your Dmail account frequently in order not to miss receiving key information about class assignments, campus notifications, graduation status, and scholarships—to name just a few.

Dmail is a special Gmail account that will not be terminated after your time at Dixie State is completed. By keeping your account active, you can still be an involved member of DSU’s campus life wherever you go.

To activate your Dmail account, click on the link sent to the email account you provided on your application for admission, or call the IT Help Desk at (435) 652-7960. If your Dmail account is already active, it can be accessed by clicking “Dmail” on the left side of the University main website: www.dixie.edu.

Canvas

Canvas is an online system for students and instructors to share information, assignments, and other materials that relate to your classes and your education. Many professors use Canvas for online courses, including LIB 1010 and CIS 1200. Some professors use Canvas as a supplemental resource for coursework by posting course syllabi, assignments, related documents, notes, videos, web links, and updated grades. Canvas also lists all of your classmates so you can get in touch with them throughout the semester for questions or even form study groups. Your individual login information for Canvas is the same as for your Dmail account. You can access Canvas by clicking “Canvas” on the left side of the University main website: www.dixie.edu.

Dixie OneCard

The Dixie OneCard has multiple uses while you attend Dixie State University. First, the card is your student ID and proves your status as an admitted and enrolled student. As an ID card, it will allow you to access student events and check out materials from the Library, as well as use the Computer Center, Fitness Center, Tutoring Center, and other campus resources.

Second, the Dixie OneCard is used for financial purposes. The Financial Aid Office applies excess funds from scholarships, grants, and loans to the card. Once funds are placed on the card, it can be used just like a debit card both on and off campus. Dining Services also uses the card for all meal plans.

MyDixie

MyDixie is the link to the Student Services log in where students can find and update all information related to their status as a DSU student. Students can register for classes, view grades, order official transcripts, view financial aid accounts, and change contact information. The Student Services system should be used frequently so students are clear about their standing with the university. The link is located at the top of DSU’s home page: www.dixie.edu. Selecting the link will direct students to a page where they are asked to enter their user ID and pin. After doing so, students will be able to access any of the previously mentioned services as well as many others.

Testing Center

DSU strives to help students to define, shape, and achieve educational and life goals. It is dedicated to providing personalized and excellent teaching in a learning environment where all students can become passionate about their individual educational endeavors. The Testing Center offers placement exams required for enrollment in many DSU General Education classes. In addition, some professors require students to take tests in the Testing Center outside of normal class time. (See the Testing Center section of this catalog)

Tutoring Center

The Tutoring Center is located on the fourth floor of the Holland Centennial Commons. Free drop-in tutoring is available to all registered Dixie State University students who are seeking assistance in select general education courses, including various Math and Science courses. Drop-in tutoring allows students to work on assignments independently while having the opportunity to have tutor assistance when needed. This also encourages the formation of study groups because students will often make contact with other students in the same subject area. Finally, it allows students the flexibility to come in at their convenience during posted hours instead of keeping set appointments with a tutor. (See the Tutoring Center section of this catalog)

Writing Center

The Dixie State University Writing Center is located on the fourth floor of the Holland Centennial Commons. Writing Center services are free to DSU students, and the mission is to help students become better writers by approaching writing assignments as a process of invention, writing, and revision. The Writing Center is staffed by peer tutors who offer suggestions, instruction, and tips to help improve writers’ individual skills. However, the Writing Center is not a proofreading service. The focus is on helping students become better writers rather than correcting every single mistake in an essay. Tutors give basic suggestions for improvement and teach students to review their own papers.
The DSU online writing lab (OWL) at http://DSU.dixie.edu/owl/ will guide you to many sites that can assist you in your writing. You can get help with writing skills such as brainstorming, revision, punctuation, and usage. You can even submit your paper to the Writing Center by sending it as an e-mail attachment to owl@dixie.edu. (See the Writing Center section of this catalog)

Disability Resource Center (DRC)
The DRC provides services and accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the ADA of 1990. The DRC works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow students with disabilities to fully participate in all of the programs offered on campus.

Within three days of receiving required student information, the DRC will send each new student an e-mail updating them on his/her status. Students are encouraged to maintain contact with the DRC coordinator to ensure appropriate accommodations are made available. (See the Disability Resource Center section of this catalog)

Health & Wellness Center
The mission of the DSU Health and Wellness Center is to promote a climate where faculty/staff/students can become more engaged in healthy lifestyle behaviors through health and wellness resources, information and services. This program encourages the campus community to strengthen their health and well-being through educational opportunities, and self-improvement with a staff of nurse practitioners and therapists available for appointments as needed.

For students who find themselves with a mental health need, there are licensed therapists on campus to counsel students. Additional programs include Smoking Cessation, the alcohol/drug education program, and a Peer Educator program.

Free activities offered through the Center include Ribbons Day, Great American Smoke Out, Health Fair, Stress Relief Days, Safe Spring Break, and more. (See the Health & Wellness Center section of this catalog)

Academic Standards
Dixie State University is an open-enrollment institution; because of this, all students with the desire to academically succeed are welcome to attend classes. However, each student must assume the responsibility to progress academically while attending the college.

Students are considered to be in good standing with the institution as long as the student’s cumulative GPA remains above a 2.0. DSU credit and transfer credit carry the same academic weight in a student’s GPA calculations.

If a student’s cumulative GPA is below 2.0, s/he will be placed on Academic Warning, Academic Probation, or Academic Suspension. Therefore, it is vital for students’ academic success that they maintain, keep, or return their GPA to at least a 2.0 or higher. A student cannot graduate from Dixie State University with a GPA less than 2.0, and will have holds placed on his/her accounts when on Academic Warning, Probation, or Suspension. Students should contact the Academic Advisement Center at (435) 652-7690 if their GPA falls below 2.0 to develop a plan of action for academic success.

Low Academic Status Categories

• Academic Alert: This occurs when a student’s semester GPA below 2.0 but still has cumulative GPA remains above 2.0.

• Academic Warning: This status will occur when a student’s semester GPA is below a 2.0 and their cumulative GPA falls below a 2.0.

• Academic Probation: If a student who is on Academic Warning fails to raise his/her cumulative GPA above a 2.0, s/he is placed on Academic Probation. Students who are placed on Academic Probation will be required by the institution to meet certain requirements to remain eligible for enrollment at Dixie State University.

• Academic Suspension: If a student who is on Academic Probation does not achieve a 2.0 GPA the semester or semesters after being placed on Academic Probation, the student will be suspended for at least one regular semester (fall or spring) and will be required to petition the college for readmission.

General Education Letter of Completion
A student who completes DSU’s General Education requirements and has a minimum cumulative 2.0 GPA may request a General Education “Letter of Completion,” which will be accepted by other Utah System of Higher Education (USHE) institutions in fulfillment of General Education requirements in the same manner as an associate of science or associate of art degree. Under the authority of the Registrar’s Office, the Academic Advisement Center may issue a General Education Letter of Completion to eligible students.

According to Utah Board of Regents policy R470, a student who transfers to DSU and completes DSU’s General Education requirements must meet the institutional residency requirement of 20 lower-division credits and have a minimum cumulative 2.0 GPA in order to receive a General Education Letter of Completion.