



## University of Wisconsin Oshkosh Academic Advising Syllabus

Student Success Center, Suite 202  
(920) 424-1268  
[advising@uwosh.edu](mailto:advising@uwosh.edu)  
[www.uwosh.edu/advising](http://www.uwosh.edu/advising)  
**Hours:** Monday-Friday  
8:00 a.m.-4:30 p.m.

_____	Advisor
_____	Office
_____	Phone
_____	E-mail
_____	Drop-in Hours

### What is Advising:

Advising is a dynamic relationship between a student and advisor. At the center is a shared responsibility for a coherent education plan that incorporates personal, social, academic and career considerations. Advising focuses on helping students identify life goals, acquire skills and attitudes that promote intellectual growth, and become academically successful. Advising supports the principles and goals of a liberal education as the foundation of a bachelor's degree. We do this by teaching you how your educational experience equips you with broad knowledge, transferable skills and a strong sense of values, ethics and civic engagement.

#### My advisor will assist me in the:

- Exploration of life goals, values, abilities, interests, limitations
- Exploration of vocational/career goals
- Selection and design of academic major or program of study
- Selection of courses
- Scheduling of classes

### How to get the most out of Advising: (Preparation/Required Materials)

I am strongly encouraged to meet with an advisor each term, but should feel free to come in at other times to talk about strategies for academic success, majors or the exploratory process.

1. **I WILL print a "NEW" STAR (Student Academic Report) from Titan Web**, review it thoroughly and bring it to my advising appointment along with my Bulletin and planning sheets.
2. **I WILL start a folder** in which I keep all materials related to advising, including a prepared list of courses I am interested in and any questions I wish to discuss with my advisor.
3. **I WILL ask questions!** My academic advisor is here to help me figure out the intricacies of being a college student. Understanding my degree requirements is an integral part of my learning process and asking questions is the best way to learn.
4. **I WILL take an active role in my advising sessions.** My academic advisor is here to assist me. I will be involved by preparing for my appointment and sharing information about my interests, concerns, goals, etc.
5. **I WILL get to know my academic advisor.** This is a person who is willing and able to assist me beyond just planning a schedule. My advisor can help me with academic problems, give me information about campus resources and extracurricular activities and just be someone to talk to - whether I have a question about school, want to celebrate a success or need help with a problem.

### Meeting with a UARC/SSS Advisor:

**Do I need an appointment or a drop-in?** To schedule an appointment, call 424-1268 or for drop-in hours, check the UARC website. (SSS students call 424-1310, drop-ins taken when available.)

**Appointment:** Question that requires discussion and planning

- Major/Career Exploration
- Planning for Upcoming Semester/4-year plan/graduation plan
- Academic Difficulty

**Drop-in:** Question that can be answered quickly (5 min.)

- Signature for Add/Drop
- Specific STAR question
- Follow-up from previous appointment
- Final Semester Graduation Check

## ROLES AND RESPONSIBILITIES

### **As a committed UW Oshkosh Student I will:**

- Clarify my interests, skills, values and goals with my advisor
- Explore majors/careers as they relate to my goals
- Seek relevant information about career options and how they are related to my educational program
- Learn and understand University, College and Department policies, procedures and requirements for graduation
- Learn to read STAR
- Schedule, be on time, and prepare for all advising appointments
- Seek assistance with my study habits and academic progress
- Keep written records of all advising interactions
- Take responsibility for and follow through on decisions made during each advising session
- Be honest and respectful in interactions with my advisor
- Make note if my major has mandatory group advising and/or uses advising holds
- Check UWO e-mail account daily and respond in a timely manner
- Constantly learn, by attending college I welcome learning

### **Academic & Faculty Advisors Will Support Me By:**

<b>Academic Advisor</b>	<b>Faculty Advisor</b>
<ul style="list-style-type: none"><li>• Help define and develop realistic personal, social, academic and career goals</li><li>• Make appropriate suggestions and referrals to meet needs, interests and concerns</li><li>• Knowledgeable about University, College, Department and major/minor policies, procedures and requirements</li><li>• Assist undeclared and deciding students in exploration of major and career options</li><li>• Help plan a course of study, offering advice about courses, course loads and prerequisites</li><li>• Be on time for all appointments; return emails and phone calls in a timely manner</li><li>• Monitor progress toward educational and career goals, maintain accurate, complete, written records and follow up when necessary</li><li>• Be honest and respectful in interactions</li></ul>	<ul style="list-style-type: none"><li>• Help to define and develop realistic personal, social, academic and career goals</li><li>• Identify needs and make appropriate referrals to campus resources</li><li>• Maintain current knowledge about academic policies (University, College and Department)</li><li>• Maintain current knowledge about the curricula of the program of study and general education requirements related to the major and degree</li><li>• Assist in progress assessment by interpreting the STAR</li><li>• Understand connection between academic preparation and careers</li><li>• Be available on a regular basis</li><li>• Be honest and respectful in interactions</li></ul>

### **To Schedule a meeting with my faculty advisor I will:**

\*Check STAR to see if I have a faculty advisor. \*Learn his/her office hours. \*Contact my faculty advisor directly.

### **Assessment/Achievement:**

In order to accurately measure and document that I have achieved the learning outcomes of advising, my advisor and I will develop an on-going file of my advising work. My advisor and I are expected to keep dated notes reflecting outcomes of the advising process, such as action plans, agreements and progress toward academic and career goals.

**By adhering to this syllabus, I will be an organized, informed, responsible student.**

## IMPORTANT DATES AND CHECKLIST

### Fall 2012

#### September

- ☐ 3 – Attend orientation to learn as much as I can about UW Oshkosh – new *freshmen & transfer students only*
- ☐ 4 – Attend Taste of Oshkosh to explore and join student organizations
- ☐ 5 – classes begin and drop-in advising available
- ☐ Third week of semester – find my spring registration date on my STAR; look up spring courses on Titan Web
- ☐ 23-Oct. 2 – Take MAP-Works Survey online – *freshmen only*
- ☐ 24-Oct. 15 – MAP-Works appointments for *freshman only*
- ☐ 25 – Attend Career Fair on the Fox to explore, clarify and assess major and career opportunities

#### October

- ☐ Review the *Undergraduate Bulletin*. Become familiar with university, college and department policies, procedures and requirements for graduation
- ☐ **9 – Early Alert e-mails sent;** discuss grades and strategies for improvement with my instructors
- ☐ **Set up an appointment with my advisor at least three weeks prior to my registration date**
- ☐ Prepare a list of courses and questions to discuss with my advisor during my appointment
- ☐ Check for holds on my Titan Web account, and follow necessary procedures to remove them
- ☐ **19 - Last day to drop a 14 wk class/withdraw.** Meet with my advisor if dropping below 12 credits
- ☐ Explore various University support services like counseling, tutoring and study skills workshops to enhance academic performance
- ☐ 24 – second 7 week classes begin

#### November

- ☐ Appointment with my advisor and course registration for Spring semester should be complete by the end of this month

#### December

- ☐ 3 – Make note of final project and test due dates listed on my course syllabi
- ☐ Finalize changes to my spring schedule
- ☐ Discuss with my advisor strategies for addressing any academic difficulties encountered during the first semester
- ☐ 14 – End of 14 week term – Happy Holidays ☺

#### January/Winter Interim

- ☐ Take an interim course, study abroad, job-shadow, conduct informational interviews or volunteer to expand my knowledge of majors/careers of interest
- ☐ 2 – Interim classes begin
- ☐ 15 – Last day to drop interim
- ☐ 18 – End of interim

### Spring 2013

#### January

- ☐ 28 – classes begin and drop-in advising available

#### February

- ☐ Complete FAFSA for Financial Aid
- ☐ Third week of semester – find my fall registration date on my STAR; look up fall courses on Titan Web
- ☐ Begin exploring summer school options, and check Titan Web for my summer registration date by the end of this month

#### March

- ☐ 5 – Attend Career Fair on the Fox. Build relationships with members of the campus and community. Network, network, network!!
- ☐ **5 – Early Alert e-mails sent;** discuss grades and strategies for improvement with my instructors
- ☐ **Set up an appointment with my advisor at least three weeks prior to my registration date**
- ☐ Prepare a list of courses and questions to discuss with my advisor during my appointment
- ☐ Check for holds on my Titan Web account, and follow necessary procedures to remove them
- ☐ **13 – Last day to drop a 14wk class/withdraw.** Meet with my advisor if dropping below 12 credits
- ☐ 25 – second 7 week classes begin

#### April

- ☐ Appointment with my advisor and course registration for fall semester should be complete by the end of this month

#### May/Spring Interim

- ☐ 6 - Make note of final project and test due dates listed on my course syllabi
- ☐ Finalize changes to my fall schedule
- ☐ 10 – End of 14 week term
- ☐ Take an interim course, study abroad, job-shadow, conduct informational interviews or volunteer to expand my knowledge of majors/careers of interest
- ☐ 13 – Interim classes begin
- ☐ 24 – Last day to drop interim
- ☐ 31 – End interim

### Summer 2013

#### June

- ☐ Research, job-shadow, conduct informational interviews, get an internship, part-time job or volunteer to further clarify my goals, interests and values toward choosing a major
- ☐ 6 – classes begin

#### July

- ☐ 8 – second 4 week classes begin

#### August

- ☐ 2 – End of term
- ☐ Continue making decisions - it's a life long skill

**S.A.F.E. ZONE:** UARC advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

## ADDITIONAL RESOURCES:

### Career Services

Student Success Center Suite 125, 920-424-2181, [www.uwosh.edu/career/](http://www.uwosh.edu/career/)

- Assistance with obtaining internships or employment; career fair information and company/employee resource
- Resume, cover letter and interview assistance
- Career exploration resources such as; What Can I Do with this Major? and TitanJobs

### Center for Academic Resource (CAR)

Student Success Center Suite 102, 920-424-3419, [www.uwosh.edu/car/](http://www.uwosh.edu/car/)

- Free tutoring by UW Oshkosh students for most courses whether you want an A or just want to pass
- Students schedule their own tutoring appointments and can work with a tutor any time CAR is open

### Center for Academic Support and Diversity

Campus Center for Equity and Diversity, 920-424-3080, <http://www.uwosh.edu/acad-supp/index.php>

- Mentoring and tutoring for multicultural students
- Cultural events and multicultural student organizations

### Counseling Center

Student Success Center Suite 240, 920-424-2061, [www.uwosh.edu/couns\\_center/](http://www.uwosh.edu/couns_center/)

- Personal Counseling; individual or group
- Help remove barriers to success
- Career Counseling

### Dean of Students

Dempsey 125, 920-424-3100, [www.uwosh.edu/dean](http://www.uwosh.edu/dean)

- Provide specialized services for students with disabilities
- Handle disciplinary issues
- Late/Medical Withdrawals

### Math Labs

Swart 113 and 301, 920-424-1333, <http://www.uwosh.edu/mathematics/>

- Free math tutoring by UW Oshkosh students
- Swart 301 for MATH 100 & MATH 103, Swart 113 for most other math courses

### Peer Advising Liaisons (PAL)

Student Success Center, 920-424-1268; Scott Hall 113, 920-424-3299, <http://www.uwosh.edu/advising/advising/pals/>

- Learn how to read STAR, figure out which courses meet general education requirements, learn about holds/stops, etc.
- Give information on how and when to register for classes, adding/dropping courses, and more
- General information about majors/minors, degrees, general education requirements, tutoring, career exploration tools, etc.

### Reading Study Center

Nursing Education 201, 920-424-1031, [www.uwosh.edu/programs/readingstudycenter](http://www.uwosh.edu/programs/readingstudycenter)

- Assistance with study skills (i.e. test-taking and note-taking skills)
- One and two credit courses on study skills and reading strategies

### Student Leadership and Involvement Center (SLIC)

Reeve 105, 920-424-0847, <http://www.reeve.uwosh.edu/slic/>

- Offer ways to get involved on campus
- Provide helpful resources and services to maximize student leadership potential

### Student Support Services (SSS)

Campus Center for Equity and Diversity, 920-424-1310, <http://www.uwosh.edu/sss>

- Federally funded to serve 300 students who are first-generation, low-income or disabled
- Services include: academic advising, learning communities, peer mentoring, cultural opportunities, financial aid assistance...

### Writing Center

Student Success Center Suite 102, 920-424-1152, <http://www.english.uwosh.edu/wcenter/>

- Free tutoring and assistance in writing by UW Oshkosh students

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