

130 Dempsey Hall
Hours: 8:00am -4:30pm
Monday-Friday
920- 424-1268
www.uwosh.edu/advising



My Advisor: _____
Phone #: _____
E-mail: _____
Office: _____
Office 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; and
- exploration and articulation of how liberal education studies relate to personal and career goals

What is a Liberal Education?

A Liberal Education is an education with a philosophy that empowers students with **broad knowledge** and **transferable skills**, and a strong sense of **values, ethics, and civic engagement**. Students are exposed to multiple disciplines and ways of knowing through coursework and experiences. Students are also encouraged to synthesize their experiences and explore the interconnections of course topics and projects with individualized career goals.

UW Oshkosh has adopted a set of essential student learning outcomes that are listed below:

- **knowledge** of human cultures and the physical and natural world;
- **skills**, both intellectual and practical;
- **responsibility**, as individuals and community members; and
- **learning**, that is integrated, synthesized, and advanced.

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

Meet with an advisor each semester at a minimum, and meet with an advisor at other times to discuss 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 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 advisor is here to assist me. I will be involved by preparing for my appointment and sharing information about my interests, concerns, and goals.
5. **I WILL get to know my 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 walk-in? To schedule an appointment, call 424-1268 or for walk-in hours, check the UARC Web site. (SSS students call 424- 1310, walk-ins taken when available.)

Appointment: Questions that require discussion and planning.

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

Walk-in: Questions that can be answered quickly (5 min.)

- Signature for Add/Drop
- Specific STAR questions
- 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
- Explore how liberal education connects with personal and career goals
- 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:

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

To schedule a meeting with my faculty advisor I will:

*Check STAR to see if I have a faculty advisor. *Learn his or 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.

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.

IMPORTANT DATES AND CHECKLIST

Fall 2009

September

- 6th-8th - Attend freshman orientation to learn as much as I can about UW Oshkosh
- 8th - Attend **Taste of Oshkosh** to explore and join student organizations
- 9th - Classes begin and walk-in advising available
- 22nd - Last day for 100% tuition refund – check student accounts web page for other important fee deadlines
- 22nd Take MAP-Works Survey online – *freshmen only*
- Third week of semester – find my registration date for spring registration on my STAR; look up spring courses on Titan Web
- 30th - MAP-Works appointments begin - *freshman only*
Meet with my advisor to discuss my results

October

- 1st - Attend **Career Fair on the Fox** to explore, clarify and assess major and career opportunities
- Read and review the *Undergraduate Bulletin*. Become familiar with university, college and department policies, procedures and requirements for graduation
- 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
- Discuss grades and strategies for improvement, if necessary, with my professors by mid-month
- 23rd - last day to drop a class/withdraw for 14-week classes. **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
- 28th – 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

- 7th – 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 any academic difficulties encountered during the first semester

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
- 4th – Interim classes begin
- 15th – last day to drop interim

Spring 2010

February

- 1st – classes begin and walk-in advising available
- 14th Last day for 100% tuition refund – check student accounts web page for other important fee deadlines
- Complete FAFSA for Financial Aid
- Third week of semester – find my registration date for fall registration 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

- 2nd – Attend **Career Fair on the Fox**. Build relationships with members of the campus and community. Network, network, network!!
- 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
- Discuss grades and strategies for improvement, if necessary, with my professors by mid-month
- 17th – last day to withdraw/ and drop for 14-week classes.
Meet with my advisor if dropping below 12 credits
- 29th – second 7 week classes begin

April

- 15th – Attend **MajorFest** to meet and network with faculty and staff representing all campus department and programs. Explore all majors available at UW Oshkosh
- Appointment with my advisor and course registration for fall semester should be complete by the end of this month

May/Spring Interim

- 5th - Make note of final project and test due dates listed on my course syllabi
- Take an interim course, study abroad, job-shadow, conduct informational interviews or volunteer to expand my knowledge of majors/careers of interest
- 17th – Interim classes begin
- 28th - last day to drop interim

Summer 2010

- 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
- Continue making decisions - it's a life long skill

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ADDITIONAL RESOURCES:

Career Services

Dempsey 230, 920-424-2181, 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)

Dempsey 317, 920-424-3419, www.uwosh.edu/car/

- Free tutoring for all University students 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

Counseling Center

Dempsey 201, 920-424-2061, 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

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

LGBTQ Resource Center

Campus Center for Equity and Diversity (CCED), 920-424-3462

Math Lab

Swart 113 and 327, 920-424-1333, <http://www.uwosh.edu/mathematics/>

- Free math tutoring by UW Oshkosh students

Peer Advising Liaisons (PAL)

Dempsey 130, 920-424-1268; North Scott 123, 920-424-3299, <http://www.uwosh.edu/advising/students/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 (RSC)

Nursing Education 201, 920-424-1031, 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 (CCED), 920-424-1310, <http://www.uwosh.edu/sss>

- Federally funded to serve 300 first-generation, low-income, or disabled students
- Services include: academic advising, free tutoring, peer mentoring, cultural and educational opportunities, financial aid assistance

Veteran's Affairs

Dempsey 146, 920-424-1804

Writing Center

Radford Hall-Basement, 920-424-1152, <http://www.english.uwosh.edu/wcenter/>

- Free tutoring and assistance in writing by UW Oshkosh students

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