



Advising Syllabus

University of Wisconsin-Parkside
2008-09

The Advising Center

Wyllie 107 (across from the library)

Office Hours: By appointment (262)595-2040

Monday and Thursday: 7:45 am to 6:00 pm

Tuesday, Wednesday, Friday, 7:45 am to 4:30 pm

*Meetings after 4:00 pm should be scheduled with your advisor directly.

Your Advisor: _____ (name)
_____ (room number)
_____ (office hours)
_____ (telephone number)
_____ (email address)

Required Materials:

Current University Catalog (also online at www.uwp.edu)

Current Course Schedule (also online)

“Jump Start” booklet

Green Sheet

Updated DARS (“degree audit reporting system” form)

Course planning worksheet(s)

Folder or other portable storage system for advising & registering materials

SOLAR account activated (and blue handout)

Ranger Mail account activated

Other Recommended Resources:

Career Center

Tutoring Center

Office of Multicultural Student Affairs

Student Support Services

Registrar & Student Records

Academic Departments

Library

Disability Services

Counseling and Health Center

Student Activities & Organizations

Financial Aid & Cashier

Computer & Other Labs

Grading

Your success in the University depends on your intelligence, your commitment, your study skills, and your ability to learn how the University works. Creating a productive advising process is definitely an important means of achieving your goals.

Mission and Values of the Advising Center

The mission of the Advising Center is to promote learning and intellectual development in students by facilitating their ability to interact with and benefit from the academic curriculum. This ability will lead to meaningful educational, career, and life plans that are compatible with their interests and abilities.

(from the UWP website, Keyword: Advising Center)

The mission of the Advising Center is to teach students how to navigate their college life and take ownership of their direction prior to and after graduation.

- ✧ Advisors treat all students with respect.
- ✧ Advisors encourage all students to realize their full potential.
- ✧ Advisors respect, challenge and support students.
- ✧ Advisors educate in a partnership which is developmental, on-going, and directed toward student-centered goals.
- ✧ Advisors provide accurate information.
- ✧ Advisors offer effective referrals within the University community.
- ✧ Advisors address the value of a liberal arts University education and promote the full intellectual development of students.
- ✧ Advisors promote shared responsibility with students.

Advising is **educational** and **collaborative**. The advisor and student work together as partners to develop a successful advisor/advisee relationship. Both the advisor and student have clear responsibilities in developing and sustaining this partnership.

Student Responsibilities

You are expected to:

1. Respect your own time and your advisor's time by making and keeping appointments as needed: before registration times, when you are in academic trouble, and when you need to look at your path and direction. (at least twice a semester)
2. Take an active role in the advising process by coming to advising meetings prepared to discuss your goals and educational plans.
3. Become knowledgeable about Parkside policies and procedures, by studying the catalog, website, course schedule, student handbook, and departmental publications.
4. Review your DARS regularly and track your progress towards your graduation requirements.
5. Check your SOLAR and RangerMail accounts regularly for important updates and information.
6. Ask questions whenever you are unsure about a policy or procedure or when you have other specific concerns.
7. Follow up if you are referred to other resources and be willing to consider advice from other, reliable resources.
8. Take responsibility for making your own informed decisions.

Advisor Responsibilities

You can expect your advisor(s) to:

1. Respect your time, by being prompt and efficient with your scheduled appointment, to cancel only under the most serious of circumstances, and to make reasonable accommodations for appointment opportunities (be accessible, through phone, email or in person).
2. Guide your understanding of the purpose of college and how it affects your life and your personal goals.
3. Understand and explain Parkside's graduation requirements, general education requirements and university policies and procedures.
4. Encourage, challenge, and support you as you develop clear and realistic educational plans that fit your goals.
5. Maintain confidentiality about your academic and personal matters.
6. Listen to your concerns and respect your values and choices.
7. Seek out—or refer you to—other resources when unsure about policies, procedures, or other academic issues important to you.
8. Help you recognize the importance of taking responsibility for your own learning and college career.

Advising Strategy Calendar

The timeline below provides a guide for students to see what their learning tasks are at each stage of their educational program in order for them to achieve academic success and their personal goals.

<i>Time</i>	<i>Learning & Assignments Due</i>
By the end of Ranger Day	Be introduced to the primary values of a University education and the learning available through advising. Register for classes.
Immediately after your Ranger Day	Print out your course schedule. Check your Ranger Mail & SOLAR accounts. Set up your advising/registering file folder. Make follow up calls/emails for any remaining questions.
Prior to Ranger Welcome	Study the catalog for learning opportunities and career possibilities. Purchase books and materials for registered classes.
During the first weeks of the new semester	See your advisor to assess your new courses and study strategies. Learn your instructors' names and study your course syllabi. Explore student organizations. Establish an effective study/work schedule. Set up tutoring times. Get in the habit of checking your SOLAR and RangerMail accounts regularly (at <u>least</u> once a week).
Before the 8 th week of the semester	See your advisor if you are having academic difficulties; Friday of the eighth week is usually the last date to drop a class.
During the 9 th -11 th weeks of the semester	Make an appointment with your advisor to plan your registration for next semester; remove your advising hold.
During the 12 th and 13 th weeks of semester	"Enrollment appointment times" for next semester are assigned; be ready to register!
Prior to the last week of the semester	Double check your schedule for this semester on your SOLAR account; no changes in your schedule can be made after the last day of class meetings.
Before and during finals week	Develop a plan—and use it—for effective use of your study time.
During your second semester	<u><i>Know and use the above effectively every semester.</i></u> Seek advice from multiple, reliable resources. Find out about add/drop dates early. Refer to the catalog and course schedule for course and major information and for University policies and procedures.
During your second year	Complete your skills requirements (math, reading & writing, foreign language). Make progress toward general education (BOK) requirements. Explore possible majors/minors/certificates through courses, Career Center resources, and conversations with faculty/staff. Develop professional and educational relations with your faculty.
Upon completion of 60 credits	Declare your major through the "plan declaration" form.
Between 60 & 90 credits	Develop student activity, volunteer, paid, or internship opportunities in your major and minor interest areas.
After completing 84 credits	Apply for graduation.
<i>After graduation</i>	<i>Commit to aiding other students in their education!</i>

