

**Academic Advising Syllabus**  
**Academic Advising Center      Harrin Hall 100**  
**Advising Hours: 8am-4:30pm Monday-Friday by appointment (excluding Holidays)**

My Advisor is \_\_\_\_\_ Contact Information \_\_\_\_\_

**Mission Statement:** The Academic Advising Center is a team of professionals dedicated primarily to assisting first year students in defining and achieving their academic goals. In addition, we provide centralized academic advising services for the UCA Community.

**What is Academic Advising?** Academic advising is an education process that by intention and design, facilitates student's understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

**Student Learning Objectives**

In other words, when you are finished with your first year of college, this is what we expect you to have learned from the Advising Center!

- Students should be able to interpret a course number.
- Student should know how to drop a course and define what the resulting grade (W, WF, WP) means.
- Student should know how to employ technology for registering, degree information, checking, holds, contacting their advisor and finding campus resources.
- Students should know how to locate the GPA calculator online.
- Students should know how to prepare effectively for an advising meeting.
- Students should know the grade forgiveness policy at UCA.
- Students should know the main components for a college degree.

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**WHAT IS A COURSE SYLLABUS AND HOW DO I USE IT?**

A course syllabus is defined as an outline of a course of study. The primary purpose of a course syllabus is to communicate to students what the course is about, why the course is taught, where it is going, and what will be required of the students for them to complete the course with a passing grade. The syllabus also contains information such as the instructor's contact information as well as other university policies. The syllabus is usually distributed and discussed during the first class session.

**Note:** It is a good idea to use the student handbook and daily planner (provided by the University) to record important deadlines and exam dates as soon as you receive your class syllabi.

**Note:** Assignments/Readings, etc. should be completed and ready for discussion before the scheduled date listed in syllabi.

ACADEMIC YEAR ADVISING CALENDAR		
Time Of Year	Event	What to Do
Summer	Summer Registration/SOAR	Bring AP scores, placement scores, other college credit.
August/January	Week before classes begin	Print your schedule and make sure you know where your classes are; buy your books.
	First Week of Classes	Go to every class and get a syllabus; meet with your advisor if you need to make any schedule changes.
September/February	Weeks 2-5	Make an appointment to meet with your advisor to discuss any questions you have about classes or UCA with your advisor.
	Weeks 6-8	<u>Fall</u> : Take the Discover Test in Career Services to see what major might fit you and research the major on the UCA website. <u>Spring</u> : Make an appointment to discuss possible majors with your advisor.
Early October	Majors Fair	Attend the Majors Fair to explore the many major options at UCA and talk to department representatives from across campus.
Mid October/Mid March	Midterm Grades	Meet individually with your professors to discuss your progress in the courses. Meet with you advisor to discuss your grades and any options you may have.
	Advance Registration Appointment	Meet with your advisor to discuss course options and potential major requirements. Remember, this meeting is mandatory! Things to consider before registering for classes: -How many hours will I take? -What courses will allow me a good balance in workload? -What time do I want to take classes? -Do I have any holds? -Review the registration process in the Bear Book.
End of October/ End of March	Last day to drop a class with a W	Meet with your advisor to determine if you need to drop a course.
Middle of November/ Middle of April	Advance Registration Begins	After meeting with your advisor to discuss course options for the spring, register for classes online through myUCA on your day to register.
December/May	Final Grades come out	Check your grades through myUCA and make any necessary changes in your schedule for the upcoming semester due to the grades.