

Advising 101 Syllabus 2009-2010

University College Advisement Center
Student Service Center Room 114
(505) 277-2631
ucac@unm.edu
<http://www.advisement.unm.edu>

Office Hours:
Monday 9:15-4:15*
Tuesday 8:15-4:15*
Wednesday 8:15-6:00*
Thursday 8:15-4:15*
Friday 8:15-4:15*

***We operate on a walk-in basis. You may contact your pre-major advisor if you would like to schedule an appointment.**

Your Advisor's Name: _____

Text, Reading, and Materials

University Catalog
Learning Outcomes
Degree sheets for core requirements and intended major
E-Progress Degree audit and/or Unofficial Transcript

University College Advisement Center Mission

Our mission is to give guidance to students in a nurturing, diverse, respectful, and supportive environment and to assist students in making a successful transition to a degree granting colleges, while developing the foundations for lifelong learning.

University College Advisement Center will accomplish its mission by:

- Collaborating with Student Affairs programs and Colleges to provide the most accurate information to students;
- Engage students in a shared intellectual experience based on active learning and listening;
- Provide students with an exposure to and an understanding of a wide variety of disciplinary, cross-disciplinary, and interdisciplinary perspectives; and
- Promote University-wide undergraduate research opportunities to continue students' academic growth.

Advisement Description

As you begin your educational career at UNM, it is essential to become familiar with the academic advisement process. All students are expected to become **partners** with their advisors as they map out the path they will follow to successfully complete core requirements, apply to a degree granting college, and graduate with a Bachelor's degree.

All University College students are expected to meet with their Academic Advisor at least once a semester. To ensure that these advising sessions take place, academic holds are placed on their accounts every semester they are in University College. These holds will be released after the advisement session.

Academic Advisor Expectations

As your Advisor you can expect me to:

- Understand and effectively communicate the curriculum, transfer requirements, and university and college policies and procedures
 - Encourage and support students as they gain the skills to define and develop clear and attainable educational plans and goals
 - Provide students with information about and strategies for utilizing the available resources and services on campus
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- Assist students in understanding the purpose and goals of higher education and its effects on their personal lives and future
- Monitor and accurately document students' progress toward meeting their goals.
- Be accessible during office hours for communication with students by walk-in advising, telephone, e-mail, or web access.
- Maintain confidentiality

Student Expectations

As an advisee, you have responsibilities in the advising partnership that can assist you in your development and movement into a degree granting college:

- Make regular contact with advisor during each semester
- Come prepared to each appointment with questions and/or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Organize official documents in a way that enables you to access them when needed and to maintain a record of your progress toward meeting your goals
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions

Learning Outcomes

- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.
- Students will identify their pre-major advisor and transition to seeing them for second year advisement.
- Students will gain an understanding of UNM Basics including what are core requirements, dates and processes for adding/dropping classes, and how to effectively use your degree audit, myUNM, and LoboWeb.

Important Dates

End of week two	Last time to add a 16 week course
End of week one	Last time to add a first 8 week course
End of week nine	Last time to add a second 8 week course
End of week four	Last time to change grading option for a 16 week course
End of week two	Last time to change grading option for a 8 week course
End of week ten	Last time to change grading option for a second 8 week course
End of week six	Last time to drop a 16 week course without a grade
End of week three	Last time to drop a first 8 week course
End of week eleventh	Last time to drop a second 8 week course

Beginning the fourth week of current semester advisement holds will populate for the next semester.
