

# Academic Advising Syllabus 2008-2009

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## Office of Academic Advising University of Oregon

364 Oregon Hall

Phone: (541) 346-3211

Advising hours: MTRF 9:00-4:30; W 9:30-4:30

<http://advising.uoregon.edu>



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### WELCOME TO ACADEMIC ADVISING AT THE UNIVERSITY OF OREGON!

The ultimate goal of academic advising is to help you make the most of your university education. Advisors encourage your engagement in the life of the university and assist you in making a meaningful academic plan. All students at the University of Oregon are assigned to a faculty or professional advisor. Your advisor's name is listed on your Degree Audit. If you have declared a major, your advisor will be a member of your major department; if you are undeclared, your faculty advisor is trained in helping you find a major path. In addition to your major department, you may be working with advisors in other campus programs including Academic Learning Services, the Clark Honors College, Disability Services, the Office of Multicultural Academic Support, PathwayOregon, and Services for Student Athletes.

The Office of Academic Advising is available to assist you in navigating the university. We specialize in working with students who are undeclared or interested in pre-professional advising. Your OAA advisor can help you:

- Learn about majors, minors, departments, and programs of interest to you and determine how they fit with your life and career goals.
- Register for appropriate classes using DuckWeb and the on-line class schedule.
- Use appropriate information resources to judge progress toward achieving your goals.
- Find opportunities to apply your skills outside the UO classrooms, for example, in service projects, in work or in study abroad, or in research and creative work with faculty.

#### YOUR OAA ADVISOR WILL:

- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
- Understand and effectively communicate UO degree requirements.
- Assist and support you in making course and major decisions.
- Provide resources and referrals.

#### YOUR OAA ADVISOR EXPECTS THAT YOU WILL:

- Take notes during advising meetings and keep written records of your advising sessions.
- Schedule an appointment with and/or contact advisors regularly.
- Come to appointments prepared with your degree audit and a list of questions and/or topics to discuss.
- Research university programs, policies, procedures, and opportunities as appropriate.
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).
- Silence your cell phone prior to advising appointments.
- Accept responsibility for your decisions and actions.

### HOW DO I CONTACT AN OAA ADVISOR?

**1. Schedule an appointment:** Appointments are the primary means for meeting with an OAA advisor. Appointments are scheduled for 30 minutes and must be scheduled in advance.

#### *Appointment Etiquette:*

- Make an appointment in one of the following ways:
  1. Call the OAA front desk at (541) 346-3211.
  2. Send an e-mail to [aafront@uoregon.edu](mailto:aafront@uoregon.edu).
  3. Send an instant message to (AdviseADuck (AIM); [AdviseADuck@yahoo.com](mailto:AdviseADuck@yahoo.com) (Yahoo); or [AdviseADuck@live.com](mailto:AdviseADuck@live.com) (MSN).
  4. Send a message using Facebook (search for Advise A. Duck).
- **If you are unable to keep your appointment, please call the front desk at (541) 346-3211 to cancel or reschedule as early as possible.**
- Prepare for the meeting.
  - Write down questions/issues you plan to discuss with the advisor.
  - Bring your degree audit to your appointment.

- If you are seeking assistance with schedule planning or course selection, bring a draft schedule or a list of courses you're considering to your appointment.
- Arrive on time and check in at the front desk.
  - Arrive a few minutes early if you plan to print your degree audit in the office.
  - If you arrive more than 10 minutes late for an appointment, you will be asked to reschedule the appointment or wait to see an advisor on drop-in advising (see below).

**2. Take Advantage of Drop-In Advising:** If you need assistance with only a quick answer to a question or with a referral, you may drop into the Office of Academic Advising for a short meeting of 15 minutes or less. If your question requires more time than this, please make an appointment instead. The office staff may request that you schedule an appointment if they believe your inquiry cannot be satisfactorily addressed within 15 minutes.

- Advisors see drop-in students on a first-come, first-served basis.
- During busy times – the first week of the term, registration periods, and orientation sessions – wait times can be considerable.
- To be certain you won't have to wait for an advisor, schedule an appointment.

### ADVICE FROM YOUR OAA ADVISOR

- Get to know your instructors—visit each of them in their offices at least once a term to ask questions about material you find difficult or to pursue ideas in more depth.
- Meet with your assigned academic advisor each term. Visit an advisor in the Office of Academic Advising when you have questions or need assistance.
- Create an advising folder to organize your advising-related materials (e.g. degree audits, schedule plans, notes from advising meetings) and keep it updated.
- Read your UO email regularly. This is how the university will communicate with you.
- Keep your address and phone information up to date on DuckWeb.
- Review your grades and degree audit on DuckWeb at the end of each term.
- Print your class schedule in text format each term to verify your registration and grading options for all your courses. Confirm any changes to your schedule or grading options using the text format schedule as well.
- Regularly check Blackboard for information posted by Academic Advising and/or your major department.

### RECOMMENDED READINGS AND RESOURCES

University of Oregon Catalog (information on majors, minors, degree requirements, and academic policies).

Student Handbook (group-satisfying and multicultural course lists; information on FIGs and Freshman Seminars; and other resources for getting started at UO).

Office of Academic Advising web site: <http://advising.uoregon.edu>

- Jumpstart tutorial: [http://advising.uoregon.edu/AA\\_Pages/AA\\_ToolsTutorials.html](http://advising.uoregon.edu/AA_Pages/AA_ToolsTutorials.html)
- Frequently Asked Questions: [http://advising.uoregon.edu/AA\\_Pages/AA\\_FAQ.html](http://advising.uoregon.edu/AA_Pages/AA_FAQ.html)
- Department web sites: [http://advising.uoregon.edu/AA\\_Pages/AA\\_DeclaredAdvis.html](http://advising.uoregon.edu/AA_Pages/AA_DeclaredAdvis.html)

DuckWeb: <https://duckweb.uoregon.edu>

Class schedule: <http://classes.uoregon.edu>

Academic Calendar and Deadlines: <http://registrar.uoregon.edu/common/cals/calchooser.htm>

ATLAS-Course Applicability System: <https://uoregon.transfer.org/cas/login.htm>

Transfer Course Equivalencies Search: <http://registrar.uoregon.edu/transfer-articulation/>

Financial Aid and Scholarships web site: <http://financialaid.uoregon.edu>

Disability Services web site: <http://ds.uoregon.edu>

Office of Multicultural Academic Support web site: <http://www.uoregon.edu/~omas/>

Academic Learning Services web site: <http://als.uoregon.edu/>

Career Center web site: <http://uocareer.uoregon.edu/>

*Making the Most of College: Students Speak Their Minds*, Richard J. Light, 2001.

***The mission of the Office of Academic Advising is to provide an inclusive environment in which advisors will help you make responsible and informed decisions about your educational plans and professional/life goals that are consistent with your values, interests, and abilities. We serve as your resource on general academic issues.***

***We support UO students through the following:***

- Advising for UO general education requirements
- Undeclared/exploratory advising
- Major and minor exploration
- Academic problem solving
- Pre-professional advising (pre-health, pre-law, pre-MSW, pre-education)
- Withdrawing from the university

**YOUR TWO-YEAR ADVISING CALENDAR**

<b>Fall 2008</b>	
<b>When</b>	<b>What</b>
Before term begins	Identify your goals for fall term. Refer to pages 62-65 in your Student Handbook for resources to help with the planning process.
Week 1	If necessary, make any last-minute changes to your schedule; check academic deadlines on Registrar's web site for important dates related to adding and dropping.
Weeks 3-6	Visit your instructors during their office hours; many midterm exams are given weeks 4-6.
Week 7	Get ready to register for winter term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Look up your registration day/time and register for winter term courses on DuckWeb.
Week 10	Complete any projects due at the end of the term. Verify final exam dates/times and begin review for final exams. Fill out course evaluations on DuckWeb.
Finals Week	Good luck on your exams!
<b>Winter 2009</b>	
<b>When</b>	<b>What</b>
Before term begins	Check your fall grades on DuckWeb and make changes to your winter schedule if needed. Review your goals from fall term and identify your goals for winter term. Are you still on the right track? Do you need to meet with an advisor to discuss, clarify, or reassess your goals?
Week 1	Make any last-minute changes to your schedule; check academic deadlines on Registrar's web site for important dates related to adding and dropping.
Weeks 3-6	Visit your instructors during office hours. Attend workshops and other events to explore majors, study abroad, possible careers, and/or post-graduation plans.
Week 7	Get ready to register for spring term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Look up your registration day/time and register for spring term courses on DuckWeb.
Week 10	Complete any final projects. Begin review for final exams. Fill out course evaluations on DuckWeb.
Finals Week	Good luck on your exams!
<b>Spring 2009</b>	
<b>When</b>	<b>What</b>
Before term begins	Check your winter grades on DuckWeb and make changes to your spring schedule if needed. Review your goals from winter term and construct goals for spring term based on your assessment.
Week 1	Make any last-minute changes to your schedule; check academic deadlines on Registrar's web site for important dates related to adding and dropping.
Weeks 3-6	Visit your instructors during office hours. Explore summer opportunities including summer session courses, employment, travel, internships, and/or volunteering.
May	Attend "Start Thinking About Registration Today (START)" to plan your fall term and learn more about majors.
Week 7	Get ready to register for fall term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Look up your registration day/time and register for fall term courses on DuckWeb.
Week 10	Begin review for final exams; fill out course evaluations on DuckWeb.
Finals Week	Good luck on your exams!

<b>Summer 2009</b>	
	Pursue internships, employment, travel, reading, and volunteering to clarify your interests and goals.
<b>Fall 2009</b>	
<b>When</b>	<b>What</b>
Before term begins	Check your spring grades on DuckWeb and make changes to your fall schedule as needed. Review and assess your goals from last year and identify goals for upcoming year and fall term. Refer to your Student Handbook on pages 62-64 for goals to consider as you assess and plan.
Week 1	Make any last-minute changes to your schedule.
Weeks 3-6	Visit your instructors during office hours. Consider finalizing choice of major if you've not chosen one. Decide if you're going to study abroad next year and apply in time—most UO study abroad programs have winter deadlines.
Week 7	Get ready to register for winter term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Register for winter term courses on DuckWeb.
Week 10	Begin review for final exams; fill out course evaluations on DuckWeb.
Finals Week	Good luck on your exams!
<b>Winter 2010</b>	
<b>When</b>	<b>What</b>
Before term begins	Check your fall grades on DuckWeb. Reflect on your progress and identify winter term goals.
Week 1	Make any last-minute changes to your schedule.
Weeks 3-6	Visit your instructors during office hours.
Week 7	Get ready to register for spring term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Register for Spring term courses on DuckWeb.
Week 10	Begin review for final exams; fill out course evaluations on DuckWeb.
Finals Week	Good luck on your exams!
End of term	Choose a major if you have not already done so.
<b>Spring 2010</b>	
<b>When</b>	<b>What</b>
Before term begins	Check your winter grades on DuckWeb. Reflect on your progress and identify spring term goals.
Week 1	Make any last-minute changes to your schedule.
Weeks 3-6	Visit your instructors during office hours. Explore summer opportunities including summer session courses, employment, travel, internships, and/or volunteering.
Week 7	Get ready to register for fall term by setting up an appointment with an academic advisor. Deadline to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Register for fall term courses on DuckWeb.
Week 10	Begin review for final exams; fill out course evaluations on DuckWeb.
Final Exams	Good luck on your exams!



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*This document will be made available in accessible formats upon request. (541) 346-3211*