



UNIVERSITY OF  
OREGON

# University of Oregon

## Advising Syllabus

### 2019-2020

#### **Mission**

As the University of Oregon community of advisors, we collaborate with students to help them achieve their personal goals, academic potential, and professional success. Our coordinated approach to advising strives to be student-centered, caring, holistic, inclusive, and culturally-aware.

#### **Expectations**

Your academic 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
- Make effective referrals that allow you to navigate the university successfully
- Encourage your sustained engagement in student and campus life to enhance the value of your college experience and develop your interpersonal and leadership abilities

Your academic advisor expects that you will:

- Come to appointments having viewed your Degree Guide on DuckWeb and prepared with a list of questions and/or topics to discuss
- Take notes during advising meetings and keep a record of your advising sessions
- Schedule an appointment with your advisor as needed in advance of your next term registration date and time (schedule appointments early!)
- Research programs, policies, procedures, and opportunities as appropriate
- Demonstrate understanding of student learning outcomes

#### **Student Learning Outcomes**

Successful academic advising will lead to the following student outcomes:

- Exploration – learning about majors, minors, departments, and programs of interest to you and to determine how they fit with your life and career goals
- On-time registration for appropriate classes using DuckWeb: [duckweb.uoregon.edu](http://duckweb.uoregon.edu); for registration priority schedule refer to the Registrar's website: [registrar.uoregon.edu](http://registrar.uoregon.edu)
- Creation of a long-term academic plan for on-time graduation
- Identification of co-curricular activities/opportunities to apply your skills outside of the UO classroom (i.e., internships, study abroad, research, volunteer services, etc.)
- Involvement in off-campus, experiential learning to help you explore and clarify your career options

#### **Assignments**

- View and/or print your Degree Guide on DuckWeb and create a list of questions to discuss with an advisor
  - Due date: next advising appointment

#### **How do I contact my academic advisor?**

You may find contact information for advising specific to your college, major and/or co-curricular program (i.e. PathwayOregon) at [advising.uoregon.edu](http://advising.uoregon.edu).

\*Please note academic advisors are mandatory reporters. Advisors cannot ensure confidentiality of information if it includes reports around child abuse or prohibited discrimination, including sexual harassment and sexual assault. Please be aware that some advisors work in shared offices or open lobby spaces.

## How do I change my major?

Speak with your advisor for help discussing major options and how to declare your major.

## What options do I have to get involved at the University outside of coursework?

There are an extraordinary amount of opportunities waiting for you. We encourage you to review opportunities listed on the website of your declared major(s), as well as on the UO's Get Involved Page: [getinvolved.uoregon.edu](http://getinvolved.uoregon.edu).

## General Advising Schedule

When	What
Before term	<ul style="list-style-type: none"><li>• Identify your goals for the term. Goals may include student engagement/ campus life, career, graduate and/or professional school pursuits</li><li>• Create a balanced schedule and aim for 15-17 credits (speak with an advisor for help!)</li><li>• Review your final schedule and log on to CANVAS</li></ul>
Week 1	<ul style="list-style-type: none"><li>• If necessary, make any last-minute changes to your current term schedule; check academic deadlines on the Registrar's web site for important dates related to adding and dropping</li><li>• Review class syllabi and add important dates to your planner or calendar</li></ul>
Weeks 2-4, and ongoing	<ul style="list-style-type: none"><li>• Get to know your instructors, and visit them during their office hours throughout the term to discuss assignments, papers, and/or exams</li><li>• Declare your major if known (freshmen must declare by sixth term of enrollment; transfer students by third term of enrollment)</li></ul>
Weeks 5-7	<ul style="list-style-type: none"><li>• Prepare to register for next term. Consider making an advising appointment with an advisor in preparation for priority registration</li><li>• Review, discuss current and projected final course grade with instructor and consider deadlines to drop a class and/or change grade option (graded or P/NP)</li><li>• Look up your registration time on the Registrar's web site (your specific time will be available in DuckWeb by the middle of week 7)</li><li>• Check DuckWeb for any holds you have and take action to clear them</li><li>• Update your Degree Guide in DuckWeb and review it (note you can choose or change your BA/BS degree here and update your Degree Guide)</li><li>• Start using the Class Schedule and schedule planning tools when the schedule is released on Friday of week 5: <a href="http://classes.uoregon.edu">classes.uoregon.edu</a></li></ul>
Weeks 8-9	<ul style="list-style-type: none"><li>• Register for next term's courses on DuckWeb</li></ul>
Week 10	<ul style="list-style-type: none"><li>• Complete any projects due at the end of the term. Verify final exam dates and times, and begin review for final exams. Fill out course evaluations on DuckWeb</li></ul>
Finals Week	<ul style="list-style-type: none"><li>• Good luck on your exams!</li></ul>
Before next term	<ul style="list-style-type: none"><li>• Check your grades on DuckWeb and make changes to your schedule if needed</li><li>• Review your goals from the beginning of the term and identify your goals for next term. Are you still on the right track? Do you need to meet with an advisor to discuss, clarify, or reassess your goals?</li></ul>
SUMMER	<ul style="list-style-type: none"><li>• Pursue internships, employment, travel, summer classes, reading, and volunteering to develop your interests and goals</li><li>• Complete online self-assessment at <a href="http://16personalities.com">16personalities.com</a></li></ul>