Advising 101 Syllabus 2012-2013

University Advisement Center
Office Hours:
University Advisement & Enrichment Center
Monday 8:15-4:15*
(505) 277-2631
Tuesday 9:30-5:45
uac@unm.edu
Wednesday 8:15-5:45*
http://advisement.unm.edu/
Thursday 8:15-4:15*

*Appointment Days – To schedule an appointment please visit http://advisement.unm.edu/request-an-appointment/index.html

Your Advisor’s Name: ________________________________

Text, Reading, and Materials
University Catalog
Learning Outcomes
Degree sheets for core requirements and intended major
LoboTrax Degree audit and/or Unofficial Transcript

University 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 their degree granting college, while developing the foundations for lifelong learning.

Advisement Center will accomplish its mission when we:
• Collaborate 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. You are expected to become an active partner with your advisor(s) as you map out the path you will follow to successfully complete core requirements, apply to your degree granting college, and graduate with a Bachelor’s degree.

As a student in University College, you are expected to meet with your Academic Advisor at least once a semester. To ensure that these advising sessions take place, academic holds will be placed on your accounts every semester you are in University College. The hold 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
- 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
- Know your scholarship eligibility criteria so you may inform your advisor

**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 gain an understanding of UNM Basics including what are core requirements, dates and processes for adding/dropping classes, and how to effectively use and read their LoboTrac degree audit, access myUNM, and LoboWeb.