

A tall, dark clock tower with a clock face, surrounded by green trees, serving as the background for the text.

# **University of Louisville Undergraduate Advising Syllabus**

## **University of Louisville Mission for Academic Advising**

**Academic advising at the University of Louisville is an on-going, intentional educational partnership dedicated to student academic success. The University is committed to an advising system that guides students to discover and pursue life goals, supports diverse and equitable educational experiences, advances students' intellectual and cultural development, and teaches students to become engaged, self-directed learners and competent decision makers.**

### **A message from your academic advisor:**

**As your advisor, I care about your academic progress and want to help you reach your academic and career goals. You can count on me to give you accurate and complete information you need to be a successful student. You will get as much out of your advising experience as you put into it. Meet with me regularly and be sure to use the information and skills you learn from your advising experience to make intelligent, informed decisions throughout your college career. If you experience academic difficulty, I can assist you in finding ways to become a more successful student, and I can direct you to free, valuable resources on campus. The bottom line: I am here to guide you and teach you about your career choices, degree requirements, university policies and procedures, and how to be a successful student.**

**Additional academic information and links to unit websites can be found online at <http://www.louisville.edu/advising>**

### **What is an advising syllabus?**

An academic advising syllabus is a tool to communicate to you the expectations of what you will learn as a result of your academic advising experience at U of L. It outlines your responsibilities and mine in our advising partnership and identifies the essential information and skills you need to acquire to be successful both in and out of the classroom.

### **How will we use this syllabus in our advising communications?**

Each time you and I meet, we will refer to the syllabus to discuss your progress in meeting the advising learning outcomes outlined in this syllabus. Please refer to it before our advising meetings and come prepared to discuss your progress.



### **Your Responsibilities in the Advising Partnership**

- Understand academic policies and procedures located in the undergraduate catalog and on ULink (i.e. drop / add dates, registration dates and the academic calendar).
- Understand and comply with any university or college deadlines, such as when to apply for a degree.
- Use U of L Resources, such as REACH, the writing center, computer labs and the library.
- Read your U of L email daily and regularly check U of L and college / departmental websites.
- Monitor your academic status and your completion of degree requirements.
- Check your U of L transcript on a regular basis and follow your academic program sheet.
- Ask questions and meet with me on a regular basis.
- Make final decisions regarding the choice of a major and course selections.
- Research possible internship career options and other opportunities.
- Complete the advising assessment during the same week you receive the email notification.

### **My Responsibilities in the Advising Partnership**

- I will offer opportunities for individual consultation.
- I will assist you in your major and career exploration.
- I will give you accurate information concerning academic policies, procedures, deadlines, general education and graduation requirements.
- I will provide guidance and help you determine progress toward your degree requirements.
- I will suggest appropriate referrals to U of L services and resources available to you for academic, career and personal development.
- I will introduce you to and review U of L's Advising Student Learning Outcomes (SLOs).

### **What are academic advising learning outcomes?**

These are things the university expects you to know, be able to do, value and appreciate as a result of your participation in the advising experience.

### **When you first arrive you will**

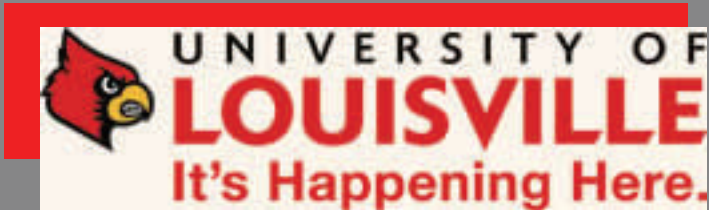
- begin to explore and research your academic and career interests as they apply to U of L and start to narrow those interests to an area of study.
- understand the components of general education, how these components fit into your degree program and how to find the information on the web.
- understand the difference between academic advising and registration and how participating in the advising experience will assist you in meeting your academic and career goals.
- know how to contact an academic advisor and understand the advisor's role as a resource.
- be expected to view STOMP and complete STOMP assessments.
- understand the importance of class attendance, reading the syllabus, and interacting with faculty members.
- explore the connection between college major selection and career/life goals, which includes a self-assessment.
- understand academic standing and how to compute your GPA.

### **While you're here you will**

- develop relationships with U of L faculty and staff. Networking now will lead to opportunities such as internships and co-ops. References will be needed if you are thinking about attending graduate school or even applying for your first professional job.
- understand how the university's general education program helps to prepare you to think critically, to appreciate cultural diversity, to communicate effectively, and that its purpose is to offer a broad-based, common body of knowledge.
- understand the different components of a degree and how these components support your degree program.
- develop an academic plan that will outline the components necessary to graduate in four academic years from the date of your admission to the university.
- learn how to get involved by becoming part of a student organization. The benefits of being active on campus are endless. You will develop new friendships, relieve stress, and experience new things. Being connected to the cardinal community will support your persistence and help you become a U of L graduate.
- utilize various student resources on campus ( REACH, Writing Center, Career Development Center, Disability Resource Center, health services, Financial Aid Office, etc).
- understand the connection between your major and your desired career path. This is essential to ensure your major and career choices are compatible.
- understand the requirements for your degree and learn how to use the university's student advisement backpack to plan the completion of your degree.

### **As you approach graduation you will**

- continue to build and strengthen relationships with faculty and staff.
- prepare your resume and strengthen your interviewing skills.
- explore employment opportunities or research graduate school options.



### **Privacy of Student Records**

Your academic record is considered confidential. The University of Louisville complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failures by the institution to comply with the Act.

The University has adopted a policy which explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be obtained from the University Archives and Records Center, Ekstrom Library. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Director, University Archives and Records Center or visit the Website at: <http://library.louisville.edu/uarc/stupriv.htm>.

### **Students with Disabilities**

Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with instructors as early as possible to identify and plan specific accommodations. The same is true for students who need modifications to meet the academic advising student learning outcomes. If determined necessary, students will be directed to the Disability Resource Center. Any identified modifications deemed necessary must be documented in writing by the Disability Resource Center and provided to the unit in which the student is enrolled.

### **Assessment**

Periodically, you will receive an email notice requesting that you complete an advising assessment. This assessment will assist the university in determining if your advising experience has helped you meet your academic advising learning outcomes. Complete the assessment during the same week you receive the email.

**My Advisor's Name:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Notes:**

**University of Louisville  
Louisville, Kentucky 40292**

The University of Louisville is an equal opportunity institution. Printed with state funds KRS 57.357.