



# University Advising Center

## 2022 - 2023 Advising Syllabus

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**Office Location:** Student Engagement Center, Room 3120  
**Office Hours:** Monday – Friday 8:00 am – 5:00 pm  
**Office Phone:** 210-805-5814  
**Email/Website:** [advising@uiwtx.edu](mailto:advising@uiwtx.edu) / <http://www.uiw.edu/advising/>

### WELCOME TO THE **UAC** AT THE UNIVERSITY OF THE INCARNATE WORD!

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

In cooperation with university faculty, the mission of the University Advising Center (UAC) is to assist students in discovering their abilities, values, interests and limitations in the context of higher education. We accomplish this by collaborating with students to develop effective decision-making skills and realistic goals consistent with their career choices and the realities that they will encounter in the world of work.

The UAC serves as the primary advisor to undeclared transfer, transient and non-degree seeking students. Additionally, the UAC provides supplemental advising to declared transfer students, probation students, and any students needing additional help after meeting with their assigned faculty or professional advisor. Professional Advisors serve as the primary advisor for lower classmen and secondary advisor for upperclassmen within their discipline.

### UAC STAFF/PROFESSIONAL ADVISORS

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## STUDENT - ADVISOR PARTNERSHIP

Both students and advisors have clear responsibilities for ensuring the advising partnership is successful.

### EXPECTATIONS OF STUDENTS

- Accept responsibility for your decisions and actions.
- Proactively make regular contact with your advisor each semester.
- Keep a personal record of your academic progress.
- Become knowledgeable of UIW curriculum, graduation requirements, policies and procedures.
- Be aware of important deadlines/dates each semester.
- Be honest, open and be willing to share any struggles that are affecting your academic progress.
- Be willing to accept the help we can offer when necessary.
- Check your Cardinal Mail regularly.

### EXPECTATIONS OF ACADEMIC COUNSELORS

- Be accessible for meeting with advisees via office hours for advising, telephone or email.
- Understand and effectively communicate UIW curriculum, graduation requirements and policies and procedures.
- Refer you to appropriate resources/services.
- Maintain confidentiality.
- Listen carefully to your questions, comments and concerns.
- Guide you in making course and major decisions.

### STUDENT LEARNING OUTCOMES (Subject to change as updates are underway for 2022-2023):

Through the advising experience, students will:

- Identify and select their major.
- Successfully select courses each semester to progress towards fulfillment of their educational plans in a timely manner.
- Develop an understanding of UIW academic policies and procedures and how these policies and procedures impact their educational progress.
- Effectively utilize technology resources to assist in educational planning and course registration.
- Be able to identify and effectively use campus resources and services that can be used to assist them in achieving their academic, personal and career goals.
- Understand the importance of co-curricular programs for supporting and promoting their educational and life goals.

### RESOURCES

There are a number of resources and services available on campus to aid you in your academic success. Visit the University Advising Center's website for additional information at <http://www.uiw.edu/advising/student-resources.html>.

## 2022-2023 ADVISING CALENDAR

<p><b><u>Summer 2022</u></b> <b>New Students:</b> Attend an orientation session and review your degree checklist and class schedule with an advisor. Be sure official transcripts are sent to UIW.</p> <p><b>Returning Students:</b> Be sure official transcripts are sent to UIW if you attended summer school anywhere else.</p>	<p><b><u>August 2022</u></b> <b>All Students:</b> Be sure to purchase your material for your classes and check your cardinal mail daily.</p> <ul style="list-style-type: none"><li>• <b>August 24<sup>th</sup></b> - Fall 2022 UG classes begin</li><li>• <b>August 24<sup>th</sup></b> - Late Registration a \$50 fee charged for Fall 2022</li><li>• <b>August 28<sup>th</sup></b> - Last day to apply for December 2022 graduation without a \$150 late fee</li></ul>
<p><b><u>September 2022</u></b> <b>All Students:</b> Be aware of drop dates and other deadlines.</p> <p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Fall Students:</b> You should receive your advisor assignment by the third week in September. Be sure to introduce yourself and let them know how your classes are going.</p> <ul style="list-style-type: none"><li>• <b>September 1<sup>st</sup></b> - Last day to register, add, drop or withdraw 100% for Fall 2022</li></ul>	<p><b><u>October-November-December 2022</u></b> <b>All Students:</b> Meet with your advisor to plan for the spring semester. Be sure that there are no holds on your account that would prohibit you from registration.</p> <ul style="list-style-type: none"><li>• <b>October 1<sup>st</sup></b> - Last day to apply for May 2023 graduation without a late fee</li><li>• <b>October 12<sup>th</sup></b> - Early Alert grades available in Bannerweb for 0000-2000 level courses.</li><li>• <b>October</b> - Advising Period Spring 2023 TBA</li><li>• <b>November 9<sup>th</sup> – 13<sup>th</sup></b> - Registration for Spring 2022</li><li>• <b>December 4<sup>th</sup></b> - Last day to drop a class with a W or Withdraw for Fall 2022</li><li>• <b>December 5<sup>th</sup> – 11<sup>th</sup></b> Finals Week</li></ul> <p><b>Check your final grades to ensure you do not need to adjust your Spring 2023 schedule.</b></p>
<p><b><u>January 2023</u></b> <b>All Students:</b> Contact your advisor if you have questions or concerns about your fall semester grades or if you need to change your class schedule.</p> <ul style="list-style-type: none"><li>• <b>January 11<sup>th</sup></b> – Spring 2023 classes begin</li><li>• <b>January 11<sup>th</sup></b> - Late Registration a \$50 fee charged for Spring 2023</li><li>• <b>January 15<sup>th</sup></b> - Last day to apply for May 2023 graduation without a \$150 administrative late fee</li><li>• <b>January 19<sup>th</sup></b> - Last day to register, add, drop or withdraw 100% for Spring 2023</li></ul>	<p><b><u>February 2023</u></b> <b>All Students:</b> Be aware of drop dates and other deadlines.</p> <p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Spring Students:</b> You should receive your advisor assignment by the third week in February. Be sure to introduce yourself and let them know how your classes are going.</p>
<p><b><u>March-April 2023</u></b> <b>All Students:</b> Meet with your advisor to plan for your summer/fall semester(s). Be sure that there are no holds on your account that would prohibit registration.</p> <ul style="list-style-type: none"><li>• <b>March 1<sup>st</sup></b> - Early Alert grades available in Bannerweb for 0000-2000 level course.</li><li>• <b>March</b> – Advising Period Fall 2023- TBA</li><li>• <b>April 12<sup>th</sup> -16<sup>th</sup></b> - Registration for Summer/Fall 2023</li><li>• <b>March 1<sup>st</sup></b> - Last day to apply to August 2023 graduation without a \$75 late fee</li></ul>	<p><b><u>May 2023</u></b> <b>All Students:</b> If you plan on taking summer classes somewhere other than UIW be sure to submit a request to study at another institution form to the registrar's office.</p> <ul style="list-style-type: none"><li>• <b>April 30<sup>th</sup></b> - Last day to drop a class with a W or withdraw for Spring 2023.</li><li>• <b>May 1<sup>st</sup></b> - Last day to apply to December 2023 graduation without a late fee</li><li>• <b>May 3<sup>rd</sup>-7<sup>th</sup></b> - Finals Week</li></ul> <p><b>Check your final grades to ensure you do not need to adjust your Summer 2023 and/or Fall 2023 schedule(s).</b></p>

## FOUR YEAR ADVISING GUIDE

The following guide will assist you as you advance through your degree. Keep in mind you will have to make decisions about your goals and objectives. Your advisor will not make these decisions for you but will provide you with the most accurate information available and will work with you to create a realistic plan to accomplish your educational and career goals.

### FRESHMAN YEAR (0-29 credit hours)

- Explore values, skills, and interests related to academic and career goals.
- Begin developing effective time management skills and work on improving or learning effective study habits skills.
- Get to know your academic/professional advisor.
- Familiarize yourself with degree requirements, responsibilities and university policies. Refer to the degree sequence for your major, undergraduate bulletin and student handbook for specific details.
- Use multiple resources to maximize your undergraduate experience (advisor, student orgs, tutoring, study groups, etc.).
- Visit **Career Services** to check out available career resources, assistance with work-study positions and help identifying potential majors. Begin to develop a resume and have it reviewed.
- Get involved in student organizations, campus activities, and community events that you find interesting and that are related to your career goals.
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps> givePulse-Community Service.**

### SOPHOMORE YEAR (30-59 credit hours)

- If you still have not chosen a major, visit Career Services to take a career assessment.
- Continue to build your resume.
- Continue to follow your four year degree sequence.
- Seek internships, research, study abroad, and or co-op opportunities.
- Stay involved!
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps givePulse-Community Service.**

### JUNIOR YEAR (60-89 credit hours)

- Get involved in undergraduate research, internships or co-op.
- Keep updating your resume.
- Attend the annual Career Fair (Many employers are seeking interns and part-time employees).
- Research career options and graduate programs.
- Continue to follow your four year degree sequence.
- Complete your **remaining 15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps> givePulse-Community Service.**

### SENIOR YEAR (90+ hours)

- Apply for Graduation.
- Finalize career/postgraduate plans.
- Request letters of recommendation from faculty/other professionals that you have built rapport with allowing ample time for completion.
- Take graduate exams, if needed (i.e. LSAT, GRE, GMAT, MCAT).
- Utilize Career services to improve interview skills, resume techniques and continue job searching.
- Apply for graduate/professional school.
- Submit resumes, begin interviewing.