

**ACADEMIC ADVISING SYLLABUS
COLLEGE OF ENGINEERING
COMPUTER SCIENCE DEPARTMENT
UNIVERSITY OF IDAHO**

Advisor:

Office:

Phone:

Email:

Advising Hours:

Advising Resources:

Academic Advising	www.uidaho.edu/academicadvising
Academic Calendar	http://www.uidaho.edu/registrar/classes/calendar
Class Schedules	http://www.uidaho.edu/schedule/
University of Idaho Catalog	http://www.students.uidaho.edu/catalogs
Transfer Guides	http://www.uiweb.uidaho.edu/transferguides/transferframes.html
VandalWeb	https://vandalweb.uidaho.edu/index.htm

Academic Resources:

Admissions	http://www.uidaho.edu/admitted
Career Center	http://www.uidaho.edu/careercenter
Counseling & Testing Center	http://www.uidaho.edu/CTC
Disability Support Services	http://www.access.uidaho.edu
Transfer student website	http://www.uidaho.edu/transfer
Tutoring and Academic Assistance Programs	http://www.uidaho.edu/studentaffairs/taap

Advising Philosophy: To educate students on available resources so they can achieve their desired goal of making informed and increasingly independent decisions about their academic plans. Successful advising requires a collaborative effort between the student and the advisor, which helps the student become responsible for their own educational experience.

Expectations of Student:

- Schedule an advising appointment during the academic advising period
- Come prepared to each scheduled or walk-in appointment
- Bring all necessary materials and paperwork for the appointment
- Be courteous and plan ahead. Scheduling appointments as soon as possible or rescheduling if necessary
- Display respect for the advisor and have a positive attitude toward the advising process
- Be an active learner by participating fully in the advising experience
- Accept responsibility for their decisions and actions
- Abide by the University of Idaho Student Code of Conduct
- Become knowledgeable about academic programs, policies, and procedures and utilize available resources and services

- Ask questions if you do not understand an issue or have a concern
- Be proactive in checking VandalWeb and Degree Audit often to keep track of academic progress

Expectations of Advisors:

- Assist students in understanding the purposes and goals of higher education and its effects on personal goals
- Understand and effectively communicate the University of Idaho's departmental policies, core requirements, and degree requirements
- Encourage and guide students to define clear and realistic educational plans
- Provide appropriate resources and referrals
- Listen carefully to questions, concerns, and confusions
- Assist students in working with, and developing relationships with faculty and instructors
- Monitor and accurately document student progress towards meeting academic goals
- Provide students with information about educational opportunities outside of the classroom
- Maintain confidentiality following UI and FERPA regulations
- Continually reassess study plan and courses in light of changing goals and overall academic performance

Helpful Tips:

- Check your Vandal Mail daily
- Don't wait until the last minute to make your advising appointment
- Take advantage of the advising and academic tools that the University of Idaho has to offer

Student Learning Outcomes for the Academic Advising Experience

- You will understand how to achieve balance in; academics, family, work, recreation and social activities
- You will be able to connect your educational plan to your career goals
- You will value general education requirements and how they help you achieve your goals
- You will value regular and continued advising as you proceed towards graduation

Important Dates

	What Students Should KNOW	What Students Should DO	What Students Should VALUE
First Year	<ul style="list-style-type: none"> • Available degrees, majors, minors, programs • Hours of prep time for each class hour • Prerequisites, course-numbering system, and course sequences • Registration policies and procedures • How to contact an advisor and schedule an appointment • How to access VandalWeb and register • How to access their degree audit 	<ul style="list-style-type: none"> • Locate and use the Academic Calendar and the Undergraduate Catalog • Explore connections between your interests, strengths, and potential careers • Understand and abide by campus policies, procedures, and timetables • Prepare for advising appointments by checking degree audit and gathering any necessary forms 	<ul style="list-style-type: none"> • A sense of ownership for college education • Time management and study skills • Advisor's expertise • All university requirements including courses in general education, diversity and common ground
Second Year	<ul style="list-style-type: none"> • The Degree, College, and Core requirements • Campus resources available • How to connect their educational plan to their career goals • Prerequisites and course sequences • To prepare for advising appointment in advance 	<ul style="list-style-type: none"> • Schedule courses to graduate in timely manner • Develop a 4- to 5- year plan for completing degree requirements • Develop attainable academic goals • Bring catalog and questions to advising appointment 	<ul style="list-style-type: none"> • Regular and continued advising • Preparation for advising appointments • Liberal education requirements and how they help in achieving goals
Third Year	<ul style="list-style-type: none"> • How to achieve balance in academics, family, work, and social activities • How to accurately read and effectively utilize a degree audit • Access and utilize all campus resources • Utilize the Career Center for job opportunities, internships, and job search strategies 	<ul style="list-style-type: none"> • Articulate goals during advising sessions • Demonstrate the ability to make effective decisions concerning degree and career goals • Revisit curricular progress and make any necessary adjustments • Attend career fairs and mock interviews • Identify internship, practicum and undergraduate research opportunities 	<ul style="list-style-type: none"> • Responsibilities as a pro-active learner, self-advocate, and contributing member to a campus community • The relationships built with advisors and faculty members
Fourth Year	<ul style="list-style-type: none"> • Graduation and degree requirements • The application process for graduation • Access information about post-graduation employment opportunities • Access information about professional school and graduate school opportunities 	<ul style="list-style-type: none"> • Consult with adviser to ensure degree completion • Revisit curricular progress and make any necessary adjustments • Fulfill all requirements for graduation • Submit resumes and attend interviews • Develop post-baccalaureate plans 	<ul style="list-style-type: none"> • Life-long learning • The experience of college

Fall Semester 2012

Monday, August 20	Classes begin
Tuesday, August 21	\$75 late registration fee begins
Monday, August 27	Deadline to add or change class sections online
Friday, August 31	Deadline to drop or audit a class without a grade of W Deadline to register, add classes, or adjust variable credit Deadline to change to pass/fail grading option Deadline to register without academic petition
Monday, September 3	Labor Day – UI Closed
Tuesday, September 4	\$175 late payment fee begins
Wednesday, September 19	Early Warning grades due
Mon-Fri, October 8-12	Midterm exam week
Monday, October 15	Spring academic advising begins
Friday, October 26	Deadline to withdraw from a class, change to audit, or withdraw from the semester Deadline to add full-term classes
Monday, November 5	Spring 2013 registration opens
Mon-Fri, November 19-23	Fall recess (UI CLOSED November 24-25)
Mon-Fri, December 3-7	No exam week
Saturday, December 8	Winter Commencement
Mon-Fri, December 10-14	Final exams
Friday, December 14	Deadline to apply for Spring graduation without late fee Deadline to submit final grades for Incompletes given in the prior Spring or Summer terms
Saturday, December 15	Final exams for online classes which have in-person finals End of fall semester

Spring Semester 2013

Monday, January 7	WSU cooperative classes begin
Wednesday, January 9	Classes begin
Thursday, January 10	\$75 late payment fee begins
Monday, January 16	Deadline to add, change class sections, or adjust credit online
Monday, January 21	Martin Luther King/Human Rights Day – UI CLOSED
Thursday, January 23	Deadline to drop or audit a class without a W Deadline to register, add classes, or adjust variable credit Deadline to change to pass/fail option Last day to receive refund of fees and tuition
Thursday, January 24	\$175 late payment fee begins
Monday, February 11	Early Warning grades due
Monday, February 18	President's Day — UI CLOSED
Mon-Fri, March 4-8	Midterm exam week
Monday, March 11	Midterm grades due
Mon-Fri, March 11-15	Spring recess
Monday, March 25	Fall academic advising begins Summer 2013 registration opens
Tuesday, March 26	Deadline to withdraw from a class, change to audit, or withdraw from the semester
Monday, April 15	Fall 2013 registration opens
Mon-Fri, April 29-May 3	No exam week
Mon-Fri, May 6-10	Final exams
Friday, May 10	Deadline to apply for Summer or Winter graduation without late fee End of spring semester
Saturday, May 11	Spring Commencement
Tuesday, May 14	Final grades due at noon