

# College of Arts & Sciences Academic Advising Syllabus

313 Ayres Hall    ArtSci.utk.edu/advising    865-974-4483    Instagram & Twitter: @ArtsSciencesUT

## What is Academic Advising?

At UT, academic advising is all about you! As a student, you'll work with your academic advisor and the staff at the Center for Career Development to create an academic plan with an emphasis on self-exploration, career exploration, and opportunities for experiential learning.

## How to Schedule an Appointment with Your Advisor:

The best way to schedule an appointment with your advisor is by using Grades First via MyUTK (under Academic Resources). You can also call the appointment line at 865-974-4483 or stop by 313 Ayres Hall to schedule an appointment or for scheduling assistance. If you need to cancel your appointment, please be courteous and do so on Grades First and send your advisor an email. See the Arts and Sciences advising website for business hours as they are subject to change.



**Advising Policy:** The following students are required to see an academic advisor each semester:

- Degree-seeking first-year students and transfer students prior to enrolling for the first time at UT.
- Readmitted students prior to reenrolling at the university.
- Continuing students who are exploratory, identified as off-track, on academic probation, and with fewer than 45 hours.

Other students are required to meet with an advisor for a substantial conference during a designated semester each year.

## Resources:

- Career Counseling and Assessments - <https://tiny.utk.edu/explore.career>
- “What Can I Do With This Major?” (choose from left hand menu) - <https://career.utk.edu>
- Academic Catalog (must choose appropriate year) - <http://catalog.utk.edu/>
- Advising Guide (must choose appropriate year) - <https://tiny.utk.edu/guides>
- Major Guides - <https://tiny.utk.edu/majorguides>
- Degree Audit Reporting System (DARS) - <https://tiny.utk.edu/DARS>
- Glossary of Advising Terms - <https://advising.utk.edu/glossary/>

## Arts & Sciences Advising Services Learning Outcomes:

*Through academic advising students will be presented with the tools to engage in...*

Self-Exploration	Career Exploration	Experience Learning
Assess and develop an understanding of self, including but not limited to strengths and interests	Apply strengths, interests, and values when looking into and considering major and career options	Understand the various ways to engage in experiential learning and the process and resources for initiating such opportunities
Discover and implement strategies and skills for academic success by accessing and using campus resources and support systems	Learn of and utilize online and on-campus resources, events, and support for exploration of majors and career paths	Identify and integrate co-curricular activities and leadership opportunities to support academic and career development
Critically reflect upon personal values, goals, and experiences	Research various aspects of careers to determine what is needed academically and experientially (milestones, experiences, coursework, etc.) to progress in that discipline	Connect the benefits of experience learning to the importance of the responsibility to be an educated citizen of UT and of a democratic, diverse, and global society

Timeline	Student Expectations
<b>Before your advising appointment</b>	<b>Schedule</b> your advising appointment through Grades First <b>prior</b> to your registration eligibility date
	Make sure to <b>arrive early or on time</b> to your advising appointment
	Take an <b>active role</b> in your advising session by being prepared to discuss your goals and educational plan. Come to each appointment with questions and/or material for discussion
<b>After your advising appointment</b>	<b>Monitor your own progress</b> through DARS, seek advice from your advisor, and complete 30-36 semesters hours of credit hours each year to stay on track to graduate within in four years
	<b>Follow up</b> on referrals and inform your advisor of the outcome of referrals
<b>All of the time</b>	<b>Ask questions</b> if you do not understand an issue or have a specific concern
	<b>Be aware</b> of drop/add deadlines and additional university requirements accessible at utk.edu
	Emails are professional correspondence. Be sure to use your <b>VolMail</b> and include your first and last name as well as what you need assistance with
	Make and <b>be responsible</b> for your own decisions

Advisor Expectations
Help you <b>define and develop realistic goals</b> and discuss the relationship between academic preparation and career opportunities
<b>Refer</b> you to other services, departments, and specific individuals as special needs are identified and help you identify services and programs provided by the college and the university
<b>Assist</b> you in creating short-term and long-term academic plans consistent with your strengths, interests, and values
<b>Discuss</b> specific university, college, and departmental requirements, procedures, and deadlines
<b>Understand</b> the curriculum, graduation requirements, and university policies
Be <b>accessible</b> to you during office hours and return communication within 48 business hours
<b>Respect</b> your right to privacy of educational records and only discuss confidential information with appropriate individuals for the purpose of serving your best interests
<b>Help</b> you assume responsibility for your decisions and actions

**Academic Calendar** –full UT academic calendar - <https://tiny.utk.edu/calendars>:

Fall Term	Spring Term
<b>August:</b> 10 <sup>th</sup> calendar day of class – last day to add classes and drop classes without a “W” for full term classes	<b>January:</b> 10 <sup>th</sup> calendar day of class – last day to add classes and drop classes without a “W” for full term classes
<b>October - November:</b> Schedule advising appointment; Register for classes when eligible; 84 <sup>th</sup> calendar day of class – last day to withdraw from individual full term classes	<b>March-April:</b> Schedule advising appointment; Register for classes when eligible; 84 <sup>th</sup> calendar day of class – last day to withdraw from individual full term classes
<b>December:</b> Final exams	<b>May:</b> Final exams

### On Campus Resources:

<b>Center for Career Development:</b> <a href="http://career.utk.edu">career.utk.edu</a>	<b>Programs Abroad Office:</b> <a href="http://studyabroad.utk.edu">studyabroad.utk.edu</a>
<b>Counseling Center:</b> <a href="http://counselingcenter.utk.edu">counselingcenter.utk.edu</a>	<b>Student Disability Services:</b> <a href="http://sds.utk.edu">sds.utk.edu</a>
<b>Experience Learning:</b> <a href="http://experiencelearning.utk.edu">experiencelearning.utk.edu</a>	<b>Student Success Center:</b> <a href="http://studentsuccess.utk.edu">studentsuccess.utk.edu</a>

### Advice from your Advisor:

- Advising is collaborative, but please know that you bear the responsibility for educational planning, course selection, meeting prerequisites, and adhering to policies and procedures.
- Monitor your own progress and seek help from your advisor at any time. The best way to contact your advisor is through email. Please allow 48 business hours for response.
- Schedule your advising appointments early and meet with your advisor each semester.
- Attend class every day and get to know your professors.
- Read your VolMail regularly. This is the official means of communication between you and the university.
- Check Grades First to view reports and notes from your advisor, professors, and other university personnel.
- Balance your responsibilities and get academic assistance early on, if needed.
- Learn university policies and understand the impact of your choices – both academic and financial.