

College of Arts & Sciences Advising Center

Advising Syllabus Juniors & Seniors

Purpose: At the University of Kentucky, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on campus.

FERPA: The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records. Students have access to their education records and control over the disclosure of information from those records. A full explanation of FERPA can be found at FERPA/Privacy at the following link: <http://www.uky.edu/Registrar/>

Contacting an Advisor:

Visit www.as.uky.edu/Admin/Students/departamental_advising_procedures.aspx for information on how to contact the academic advisor in your department.

- If you need to cancel an appointment, please notify your advisor in advance, by phone or email.
- You are expected to activate and maintain access to your UK e-mail account.
- General college questions can be directed to the A&S Advising Center: 257 Patterson Office Tower, (859) 257-8712, www.as.uky.edu. The academic advisors in the A&S Advising Center will not lift advising holds for students with more than 60 hours.

Advisor Responsibilities:

The advisor will:

- Understand and effectively communicate the curriculum, graduation requirements, college policies, and procedures.
- Assist students in developing decision making skills and developing skills in assuming responsibility for their educational plans and achievements.
- Demonstrate, explain, and clarify the function of the degree audit program (APEX).
- Work with students to assess academic performance and areas of strength to ensure they are consistent with their goals.
- Listen to students' concerns and respect their individual values and choices.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Answer students' questions through scheduled meetings and email.
- Refer students to college and campus resources, and services such as the A&S career counselor and/or the UK Counseling and Testing Center.
- Participate in ongoing professional development and advising education.

Student Learning Expectations:

As a student you will:

- Actively participate in the advising process: come prepared, contribute to the discussions, and follow up when necessary.
- Use APEX to monitor academic progress and degree requirement completion.
- Use the UK Bulletin, UK website, and A&S website to learn about policies, procedures, deadlines, and requirements.

- Clarify personal values and educational goals and provide the advisor with accurate information regarding your interests and abilities.
- Accept responsibility for your own education.
- Honor and be prompt to scheduled advising appointments and show consideration for fellow students whose appointments precede and follow.
- Analyze and assess advice from faculty, advisors, and other mentors.
- Ask questions if you do not understand an issue or have a specific concern.
- Seek answers from appropriate campus sources (see the resources below).
- Activate and check UK e-mail regularly.
- Give advance notice for all canceled appointments.

Graduation:

You should apply for graduation the semester before you intend to graduate. Refer to the academic calendar at www.uky.edu/Registrar/ for specific application deadlines. Graduation application packets can be picked up in the A&S Advising Center, 257 Patterson Office Tower.

Student Resources:

UK Bulletin	www.uky.edu/Registrar/Bulletin.htm
APEX (Online Degree Audit System)	www.uky.edu/degreeaudit/studentlogin.html
webUK	webuk.uky.edu
UK Website	www.uky.edu/
A&S Website (College of Arts & Sciences information)	www.as.uky.edu/Admin/
A&S Advising Center (Advising Center information)	www.as.uky.edu/Admin/Students/index.aspx/
Registrar's Website (Includes academic calendar, bulletin/course catalog, withdrawal information, schedule of classes, scholarship information, student financial aid, registration information, IB/AP credit information, GPA calculator, FERPA/Privacy information)	www.uky.edu/Registrar/index.htm
UK Counseling & Testing Center (Individual, group, and career counseling, and other specialized services)	www.uky.edu/StudentAffairs/Counseling/
Women's Place (Addresses physical, sexual and psychological violence against women)	www.uky.edu/StudentAffairs/WomensPlace
Disability Resource Center (Services for students with a learning disability, health, physical or sensory impairment, chronic health issues, and disability parking)	www.uky.edu/StudentAffairs/DisabilityResourceCenter/
Thomas D. Clark Study (Tutoring for math, biology, chemistry, psychology, political science, etc., located in the W.T. Young Library)	www.uky.edu/UGS/study/
The Writing Center (Assistance and consultation for writing assignments)	www.uky.edu/AS/English/wc/
CATS (Varsity athletes)	www.ukathletics.com/index.php?s=&url_article_id=11349&change_well_id=2
Office for Multicultural & Academic Affairs (Provides personal, financial and social support to all minority students)	www.uky.edu/OMAA/index.php
Stuckert Career Center (Career fairs, internships, resume writing, interviews, etc.)	www.uky.edu/CareerCenter/
UK Dean of Students (Administrative and educational services that support the personal and academic success of students)	www.uky.edu/StudentAffairs/DeanofStudents/
Academic Ombud (Consideration of student grievances in connection with academic affairs)	www.uky.edu/Ombud/
Johnson Center (Campus facilities for basketball, weight training, conditioning, group fitness classes, climbing etc.)	www.uky.edu/StudentAffairs/CampusRec/JohnsonCenter.html
Student Health Services (Unlimited visits for illness, injury, or mental health needs – covered by the health fee in registration)	www.uky.edu/StudentAffairs/UHS/

According to the National Association of Colleges and Employers (2005), communication skills, interpersonal skills, teamwork skills, a strong work ethic, and being detail-oriented, motivated and flexible are among the top ten qualities/skills sought by employers. These qualities and skills are facilitated by the advising process and learned through both in-class and out-of-class experiences.