University of Idaho
ACADEMIC ADVISING CENTER
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advising@uidaho.edu

Academic Advising Syllabus

Advisor: Jo Lacher / Danial Bleile
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Advising Philosophy:

Academic Advising is an educational process that facilitates students' understanding of the meaning, and purpose, of higher education. It fosters and encourages intellectual and personal development, academic success, and lifelong learning. Academic advising provides an opportunity to build a relationship with your advisor for the purpose of gaining assistance in planning your educational career, in learning the skills needed for academic success, and in learning how to access the services, resources, and opportunities that are available to you. A collaborative educational process, you and your advisor are partners in planning academic, personal, and career goals. The process is proactive on the part of both participants and has clearly defined responsibilities to ensure success.

Academic Advising Policies & Procedures:

Expectations / Responsibilities of the Student:

- Schedule advising appointments as needed. Call if it is necessary to change or cancel an appointment.
- Plan ahead and come prepared to each scheduled appointment. Bring all necessary materials, paperwork, and a preliminary course schedule with your ideas to your appointment.
- Prepare a list of questions and concerns prior to your meeting. Ask questions until you understand your choices and options.
- Be an *Active Learner*; listen and interact, participate fully in the advising experience.
- Clarify your *Personal and Academic Goals* with your advisor. Be accurate and truthful in communicating your abilities & interests.
- Become knowledgeable about University and Departmental policies, procedures, and requirements as well as important dates and deadlines.
- Keep a personal record of your progress. Become familiar with Vandal Web, Degree Audit, Degree Shopping, and other electronic resources to keep track of your academic progress.
- Accept responsibility for your decisions and actions academically and personally.

Expectations / Responsibilities of the Advisor:

- Understand and effectively communicate the curriculum, graduation requirements, and University and College policies and procedures.
- Encourage and support students as they explore their educational options, providing information and strategies for utilizing available resources and services.

(Expectations / Responsibilities of the Advisor continued)

- Encourage and guide students as they define and develop realistic goals.
- Be an Active Listener, listening carefully to students' questions, concerns, and confusions.
- Assist students with decision-making skills and in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality and follow FERPA guidelines.

Important Academic Dates: (for current semester dates, check online at *http://www.registrar.uidaho.edu/registration/academic-calendar-2008-09.html*

Classes Begin
Last Day to Add/Drop w/o a Fee
Last Day to Drop w/o a "W" recorded
Last Day to Change from Credit to Audit w/o "W" recorded
Last Day to Change from Regular Credit to Pass/Fail
Midterms
**Advising begins for next semester's registration; Remember that advising is mandatory to remove your registration block*
Last day to Withdraw from the University or a Course
Last Day to Add Courses
Last Day to Change from Credit to Audit
Last Day to Change from Regular Credit to Pass/Fail
Fall Recess
Registration Begins
No Exam Week
Finals

Advising Resources:

Academic Calendar	*http://www.registrar.uidaho.edu/registration/academic-calendar-2008-09.html*
Class Schedules	http://www.uidaho.edu/schedule/
Curriculum Guides	http://www.students.uidaho.edu/default.aspx?pid=35590
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:

Academic Advising Center	http://www.students.uidaho.edu/advising
Career and Professional Planning	http://www.capp.uidaho.edu
Counseling & Testing Center	http://www.ctc.uidaho.edu/default.aspx?pid=56285
Tutoring and Academic Assistance Programs	http://www.students.uidaho.edu/taap

Helpful Tips:

- Check your Vandal Mail daily as this is the mechanism the University community (Faculty, Staff, Financial Aid, the Registrar, etc.) uses to communicate with you.
- Don't wait until the last minute to make your advising appointment to remove your registration block for the upcoming semester. Plan ahead, avoid the rush.
- Take advantage of the advising and academic tools/resources that the University of Idaho has to offer.
- ***Advisors can be a wealth of information if you just ask!***