

Academic Advising Syllabus*
Arts and Letters (A&L)
Natural Sciences and Mathematics (NSM)
The University of Toledo

*This syllabus will be applicable to students advised in 2016-2017 by professional staff advisers in Student Services and by faculty advisers who choose to use it with their advisees.

Advising Center:	Student Services
Location:	University Hall Room 3000
Phone Number:	419- 530-2671 (call or stop by to schedule an appointment)
Hours:	Monday-Friday 8:15 a.m. to 5:00 p.m.
Website:	https://www.utoledo.edu/offices/student-services/ (faculty and staff adviser lists, walk-in hours, special sessions, forms, resources)
Protocols:	If you can't keep an appointment, call as soon as possible to cancel. Prepare for appointments. Silence all electronic devices before appointments. Establish a routine to check and read your Rockets email regularly.

The University of Toledo Mission:

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

Student Services Mission:

Student Services supports learning and development in the arts, humanities, natural and social sciences at the University of Toledo. As an academic advising office, we provide our undergraduates with the information and guidance necessary for success at the University through the coordination of student support including faculty, staff and campus resources.

Definition of Academic Advising:

Academic advising is a collaboration between a student and a professional staff or faculty adviser. Its purpose is to help students

- Develop and reach sound academic and career development goals
- Gather information on requirements, course offerings, graduate and career opportunities, creative projects, undergraduate research, internships, study abroad, etc.
- Weigh alternatives while making decisions
- Connect with campus services and activities
- Stay on track for graduation through the selection and scheduling of appropriate courses

Student Services advisers help you transition to your college as a new, transfer, or change-of college student by providing information and scheduling assistance; suggest courses for the exploration of majors and minors; evaluate academic progress and adjustment to university life; process graduations.

Faculty advisers help you understand requirements for your academic program and select general and major/minor courses based on prerequisites and optimum sequences; direct you to opportunities in their program or field (research, scholarships, internships, study abroad, careers, graduate studies, etc.); evaluate your progress toward degree; write recommendations and letters of support for you.

Pre-Professional advisers (Pre-Med, Dent, Vet, Law) help you understand and plan timely completion of professional school admission requirements; provide information on admission tests; help you decide on schools to which you will apply; provide assistance with the application process.

Expect advisers to

- Provide you with accurate and relevant information
- Address your academic interests and concerns or refer you to others who can assist you
- Guide and assist you through course selection, registration, career exploration and other academic processes

Essential Student Learning Outcomes:

1. **Prepare for your advising appointments.** Prepared students do the following:
 - Research majors, careers, internships, undergraduate research, and other opportunities
 - Create a list of potential courses for the next semester
 - Write down questions to ask during the appointment
2. **Plan for your future.** Examples of planning include the following:
 - Identify goals and the steps it will take to achieve them
 - Determine what courses you will need to take and when you will take them
 - Determine what engagement opportunities you will pursue (study abroad, research, community service, job shadowing, internship, volunteering, etc.) and when you will pursue them
3. **Successfully access, read, and use a Degree Audit Report.**
4. **Demonstrate sound academic decision-making.**
 - Set realistic goals and expectations for yourself
 - Take your strengths, weaknesses, and interests into account when making decisions.

Advising Resources:

Student Services (UH 3000) Website: <http://www.utoledo.edu/offices/student-services/index.html>

- Learn about advising hours, appointments, walk-ins, contact info, policies, procedures, terminology, FAQ's
- Get lists of **Majors** and **Minors**, link to **departments, programs, and major/minor advisers**
- Download forms and advising-related worksheets: **Advising Appointment Preparation Sheet, Academic Action Plan, Academic Program Planner/Experiential Learning & Career Development Planner, Grade Tracking Chart, Transient Student Advance Approval, Grade Deletion, other petitions**
- Link to the **Guide to Student Services** to find on-campus assistance

Center for Experiential Learning and Career Services: <http://www.utoledo.edu/success/ce/lcs/index.html>

Connects students to meaningful learning experiences and assist students with determining a major and career exploration.

Careers in the Arts: <http://snaap.indiana.edu/>

Careers in Communication: <http://users.ipfw.edu/mallini/5thed.htm>

Careers in the Humanities: <http://pegasus.cc.ucf.edu/~janzb/humanities/humcareers.htm>

Careers in the Social Sciences: <http://www.rileyguide.com/social.html>

Careers in Natural Sciences and Mathematics:

American Chemical Association: <http://portal.acs.org/portal/acs/corg/content>

American Institute of Physics: <http://www.aip.org/>

American Geosciences Institute: <http://www.agiweb.org/>

Explore Health Careers <http://explorehealthcareers.org/en/home>

American Mathematical Society <http://www.ams.org/home/page>

National Council for Sciences and the Environment <http://ncseonline.org/>

American Institute of Biological Sciences <http://www.aibs.org/home/>

Center for International Studies & Programs (Study Abroad, National Student Exchange, Washington Center, etc.): <http://www.utoledo.edu/utlc/engagement/index.html> Ph: 530-5268, SM 1000

Study Guides and Strategies: <http://www.studygs.net/>. Step-by-step strategies, exercises, interactive tools

UT Catalog: <http://www.utoledo.edu/catalog/> You are responsible for following **degree requirements** for your college and entry term and the **academic policies** here: <http://www.utoledo.edu/policies/academic/undergraduate/>.