

2009-2010

UNF Academic Advising Syllabus

Academic Center for Excellence

Office Hours: Monday – Thursday: 8:00am – 6:00 pm

Friday: 8:00 am – 5:00 pm

Phone: (904) 620-1012 Fax: (904) 620-1015

Website: <http://www.unf.edu/es/ace/>

Email: ACE@unf.edu

Due to privacy issues, please only send emails from your UNF email account, as advisors can only respond to UNF email accounts

What to bring?

1. Something to write with
2. Something to write on
3. List of questions or concerns you have for your advisor
4. Printout of most recent degree evaluation (if appropriate)
5. Academic Planner or Calendar

Advising Preparations

Meet with your academic advisor within the first two months of the semester for academic and personal goal setting, information on careers, exploring majors, and getting the most out of your college experience. These discussions will prepare you for making informed academic decisions about your education such as future course selection, study abroad and selection of a major. Registration and the weeks leading up to it, will be reserved each semester for handling course overrides, adjusting your schedule, holds and other registration issues.

Mission

The mission of the University of North Florida Academic Advising Program is to assist prospective, current, and returning students with the development of academic, personal, and professional goals. The members of the program are committed to providing individualized services to a diverse student population. Working cooperatively with the UNF community, we offer tools and resources to empower students in becoming lifelong learners.

Advising Philosophy

We strive to guide you towards your academic goals by providing information, references, and advice; however, we will not make your choices for you. Advising is an engaging process between the advisor and the advisee where ultimately you are in full control of your educational experience. We are your resource to help you succeed.

Objectives of Advising

As a result of advising, advisees should be able to....

- Understand and adhere to the university's academic policies, procedures and deadlines
- Navigate myWings and the UNF website
- Interpret your degree evaluation
- Establish positive student-advisor relationships
- Acknowledge your own personal strengths and weaknesses

- Take responsibility for your actions and be engaged in your education experience
- Be knowledgeable of your academic major requirements and career goals

Advisor responsibilities

To support the core values of the UNF advising program, advisors will

- Demonstrate professionalism and empathy towards their advisees
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals (in the proof, it's not lined up, it looks odd)
- Encourage individualistic goals and decision making
- Initiate motivation and ambition for development and self-improvement
- Be knowledgeable of policies, procedures, student services and reference information
- Recommend social and academic extra-curricular organizations in addition to applicable campus resources
- Maintain confidentiality and uphold FERPA Regulations

Advisee responsibilities

**Note: New freshman must meet individually with their academic advisor within the first two months of the semester.*

To achieve your ultimate academic goal, you will...

- Prepare to visit your advisor by scheduling appointments and/or coming to walk-in advising early in the semester
- Arrive early to your appointment and be prepared with all required materials
- Be knowledgeable of your academic progress and status including: grades, GPA, academic history, academic schedule and standing
- Clarify personal values and goals, and provide the advisor with accurate information regarding your interests and abilities
- Check your University of North Florida email daily and reply, respond or take action as required
- Conduct yourself in a manner that is professional and respectful to others
- Expect to be responsible for your own actions and decisions