

Academic Advising Syllabus

Academic Center for Excellence

University of North Florida

Advisor: _____

Office Location: Building 2, Room 2120

Office Hours: Monday - Wednesday: 8:00am - 7:00pm
Thursday: 8:00am – 6:00pm, Friday: 8:00am - 5:00pm

Advising Walk-in: Monday - Thursday: 8:30am - 12:00pm and 2:00pm - 6:00pm
Friday: 8:30 - 12:00pm (Hours subject to change)

Advising Appts: Appointments are also available, in half hour increments, Monday – Thursday: 8:30-5:00pm by calling or stopping by the ACE office. Appointments may be scheduled one week in advance.

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

Email: ACE@unf.edu
*Due to privacy issues, please only send emails from your UNF email account as advisors can only email to UNF email accounts.

Text/Materials:

- | | |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. Print out of your most recent degree evaluation
(found in myWings under the
Academic/Students tab) | 3. Forms to be signed (if applicable) |
| 2. Writing utensil and paper | 4. Academic Planner/Calendar |
| | 5. University of North Florida Catalog |
| | 6. Questions or Concerns for your advisor |

Advising Preparation:

Advising offices see increased student traffic in the weeks leading up to registration, Add/Drop week, and other critical times (e.g. deadline to withdraw, deadline to change majors, etc). Meeting with an academic advisor during these times should be reserved for registration issues and adjusting your class schedule. Please see your advisor during non peak times for academic and career goal setting, discussions of your major, reviewing university policies and procedures and to review your degree evaluation. 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.

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 relationship
- Acknowledge your own personal strengths and weaknesses
- Take responsibility for your actions and be engaged in your educational 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
- 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: Newly admitted students to UNF or into their academic major must meet with their academic advisor within the 1st 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
- Learn and comprehend campus policies, procedures, and requirements for graduation
- 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

Frequently Used Webpages and Contact Information:

Common Resource	Webpage	Location	Phone Number
One-Stop (Admissions, Academic Records, Academic Calendar, Registration, Financial Aid, and Veteran's Affairs)	Onestop.unf.edu	2/1200	(904)620-5555
Academic Center for Excellence (ACE)	www.unf.edu/es/ace/	2/2120	(904)620-1012
College of Arts and Sciences	www.unf.edu/coas/	51/2500	(904)620-2797
Coggin College of Business	www.unf.edu/coggin/	42/2020	(904)620-2575
College of Education and Human Services	www.unf.edu/coehs/	9/2305	(904)620-2530
School of Computing	www.unf.edu/cccec/	15/3201	(904)620-2985
School of Engineering	www.unf.edu/cccec/	50/2500	(904)620-1390
Construction Management	www.unf.edu/cccec/	50/2400	(904)620-2683
Brooks College of Health	www.unf.edu/brooks/	39/3025A	(904)620-2812
Honors Program	www.unf.edu/dept/honors/	10/2125	(904)620-2649
Career Services	www.unf.edu/dept/cdc/	2/2086	(904)620-2955
Cashier's Office	www.unf.edu/dept/controller	1/1230	(904)620-2472
Office of Academic Testing	www.unf.edu/dept/testing/	2/2056	(904)620-2927
PreMedical Professions Program	http://www.unf.edu/dept/premed/	3/2244	(904)620-2608
PreLaw Program	https://www.unf.edu/coas/polsci-pubadmin/Pre-Law/	51/2117	(904)620-1069
myWings (E-mail, Blackboard, Academic Policies, Registration, Transcript, etc.)		Mywings.unf.edu	
UNF Catalog		www.unf.edu/unfinfo/catalogs/undergrad/	