

# Academic Advising Syllabus

University of North Florida

College of Arts and Sciences

**Office Location: Building 51, Room 2500**

**Phone: 904-620-2797**

**Office Hours: Mon. through Thurs.**

**Fax: 904-620-2799**

**8:00am – 6:00pm;**

**Email: asadv@unf.edu**

**Friday 8:00am – 5:00pm**

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

## **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 1<sup>st</sup> 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

**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.

**Text/Materials:**

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

**Frequently Used Webpages and Contact Information:**

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