



# COGGIN ACADEMIC ADVISING



## ASSIGNED ADVISOR AND ADVISING APPOINTMENTS:

- You can find your assigned advisor in **myWings > Advising tile > My Advisor**. You can make appointments and view their drop-in advising hours in the **Advising tile > Make an Advising Appointment**.
- Appointments should be made **24 hours or more in advance**. Otherwise, please utilize drop-in hours.
- Appointments will be seen at their appointment time only. **Early arrivals** will be seen at the scheduled appointment time; **late arrivals** may not be able to meet with your assigned advisor.
- **Missed Appointments/No-Shows** will be recorded. If you miss three appointments, you will be **suspended from making appointments**.
- If you are unable to make your appointment time, please **cancel your appointment in myWings** so another student can be seen or call the office to cancel it. You can reschedule your appointment online for another day.
- **Repeated cancellations** will be treated as No-Shows and your **appointment privileges may be suspended**.
- Your advisor will have a variety of **drop-in and appointment time blocks**; there will also be time blocked off when they are not available to see students. If you need to see your assigned advisor at a particular time, please make an appointment. Drop-ins will be seen on a first-come first-serve basis. (See suggested reasons to make an appointment in the "Make an Appointment" portal in myWings.)

## ADVISING SESSION PREPARATION:

- **Check your Holds**. Go to MyWings > Holds tile
- Plan to **meet with your Academic Advisor** several weeks before registration week. Your advisor's availability can be found in myWings > Advising tile > Make an Appointment.
- Make yourself familiar with your **Degree Evaluation**. Go to MyWings > Registration OR Advising tile > Degree Evaluation > Term > Click on Program > Detail Requirements.
- Familiarize yourself with your **Osprey Map**. Go to MyWings > Registration OR Advising tile > My Osprey Map.
- Review the **Registration Guide** carefully. Students register for classes via myWings.

# ACADEMIC ADVISING AGREEMENT

Name: \_\_\_\_\_ N#: \_\_\_\_\_

We strive to guide you towards your academic goals by providing information, references, and advice.

Advising is an engaging process between the advisor and the advisee where ultimately **you are in full control of your educational experience**. We are a resource to help you succeed.

## Advisor responsibilities:

- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals. Demonstrate professionalism and empathy toward their advisees.
- Provide students with the information and resources needed to assist with your academic planning.
- Link students with resources on campus to help them succeed academically.
- Be knowledgeable of policies, procedures, student services and reference information.
- Listen to student questions and concerns and provide accurate answers.
- Maintain confidentiality and uphold FERPA Regulations.
- Recommend social and academic extra-curricular organizations in addition to applicable campus resources.

## Student Responsibilities:

- Identify personal areas of interest for academic/professional goals.
- Plan to visit your academic advisor each semester.
- Give thoughtful consideration to academic goals **prior to** your advising appointment. **Come prepared** to the appointment with courses selected from your Degree Evaluation.
- 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 UNF email daily and reply or take action as required.
- Conduct yourself in a manner that is professional and respectful to others.
- Accept responsibility for making final decisions on academic choices.
- Review excess hours at the end of each semester.

If either side fails to uphold their responsibilities, it is expected that we will engage in a dialogue to make sure that we are both meeting each other's expectations and work toward a solution.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date