**Division of Applied Behavioral Sciences**

**Academic Advising Syllabus**

Academic Advisor: Angie Miller

Office: Learning Commons, Room 401

Hours: By Appointment

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**My Role as Your Advisor:**

The relationship between advisor and advisee is one of shared responsibility. All new students are assigned an Academic Advisor according to their declared program of study. During your first academic year, you will need to meet with your advisor for an initial advising session. The initial advising appointment will consist of discussing the program requirements for the major, addressing any questions/concerns that the student may have, discussing placement tests if applicable, and walking students through the registration process. After the initial advising session, students are then responsible for registering on their own and for reviewing/understanding their major program requirements. The advisor will then act as a guide to assist with scheduling and program requirement concerns. Your advisor is a primary resource and will discuss with you issues such as course options, academic policies, address academic problems or concerns, program options, and refer you to campus resources that will strengthen your experience at UB.

**Goals and Objectives of Academic Advising:**

Academic advising provides highly individualized advisement for students from the point at which they accept UB’s admissions offer until they are accepted into the major of their choice. The purpose of this advising is to increase students’ persistence, success, retention and to help students to have confidence and clarity about their academic, career and life goals.

**Student Learning Outcomes**:

* Build a relationship with your advisor and view her as a resource that can help you.
* Navigate and utilize MyUB to select appropriate courses including general education requirements.
* Locate information on academic policies.
* Recognize when you need help rather than attempting to deal with overwhelming situations alone.
* Locate and utilize university resources to strengthen and support your learning experiences.
* Discuss problems you face by assessing what caused them, what can be done to resolve them and how to avoid them in the future.

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| Expectations of Students | Expectation of Advisors |
| * Schedule appointments as needed to discuss upcoming schedules and program requirements
* Come to appointments prepared with your degree requirements checklist and questions
* Accept personal responsibility for your decisions and actions which affect your educational goals
* To become knowledgeable about policies, program requirements, important dates, and campus resources
* To read your UB email and be open to advice from your advisor
* Use advising tools such as MyUB
* Attend class regularly and maintain contact with your professors
* Review your transcript and grades each semester and track your progress towards degree completion.
* Inform your advisor immediately whenever a serious problem (medical, financial, personal) affects your ability to attend class or focus on your education.
* Re-evaluate goals to continuously motivate yourself
 | * Maintain office hours for student visits
* Provide you with information and support that will enable you to make important decisions
* Listen to your concerns and respect your individual values and choices
* Understand and effectively communicate curriculum and university policies and procedures
* Guide you in problem solving and communication with your professors.
* Demonstrate how to use advising tools such as MyUB
* Help you develop a variety of strategies that will enable you to be academically successful
* Maintain confidentially in accordance with FERPA policies
* Refer you to campus resources as necessary
* Assist you in defining your academic, career, and personal goals
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**Registration Holds**

All new students to the University of Baltimore will have an “Initial Enrollment Hold” placed on their account. This hold prevents students from registering online and they must meet with their assigned advisor to have the hold removed. After your initial semester at UB you are not required to meet with your advisor, however, it is recommended to meet with them at least once in an academic year to make sure that you are on track to graduation. There are a few instances where current UB students are required to meet with an advisor, and they are as follows: switching to another major, being placed on probation, readmitted students, requesting to take a course at another institution, requesting to take more than 16 credits in a regular semester, and students registering for an independent study.

**Scheduling Appointments**

In order to schedule an appointment you may contact your Academic Advisor directly to schedule an appointment (email preferred). Scheduling an appointment is always recommended. Please be aware that your advisor may already be committed to previously scheduled appointments or meetings. If you arrive without a scheduled appointment, then you may not have the opportunity to meet with your advisor.

**Preparing for your Advising Appointment**

* Arrive on time
* Turn off your cell phone
* Make a list of questions you want answered
* If you are coming to make a class schedule for the next semester please bring
* a knowledge of your degree requirements
* a list of potential courses
* a list of questions