

**ACADEMIC ADVISING SYLLABUS**  
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Dr. Jennifer Guess  
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**Appointment Hours:**

**Mondays, Thursdays & Fridays: 9am-1pm**

**Walk-in Hours:**

**Fridays: 1-4pm**

**Mission of Advising at UTC:**

The University of Tennessee at Chattanooga strives for student success and views academic advising as a vital component of the educational experience. Advising engages and empowers students to develop educational plans that will meet their academic, career, and personal goals.

**Student Expectations**

You have responsibilities in the advising partnership to help you be successful. As an advisee, you are expected to:

1. Schedule and attend your **required** advising appointments each semester.
2. Monitor your progress in your courses and ask your advisor for help as soon as a problem arises.
3. Take responsibility for your schedule, educational goals, and career plans.
4. Come prepared to advising appointments with questions and any assigned tasks complete.
5. Understand degree requirements for majors you are considering.
6. Participate in updating an academic plan (using MyMocsDegree Plan) that will lead you to a timely graduation.
7. Follow-up on referrals your advisor makes.
8. **Check your UTC email daily.**

**Advisor Expectations**

To meet the academic advising goals of the University, advisors will be expected to:

1. Provide accurate, program-based knowledge.
  - a. Utilize the University web site, course catalog, class schedule, Clear Paths for Advising, and other University resources to provide accurate information.
  - b. Clearly explain general education, major, degree, and graduation requirements for the program or unit under which they advise.
  - c. Be knowledgeable in current prerequisites, course sequencing, and course offerings for their area.
  - d. Be trained in academic advising functions in Banner, MyMocsDegree, Argos, and other university programs, as well as issues related to student development.
  - e. Assist in creating an academic plan that incorporates the student's major, minor, summer attendance, and desired graduation deadline.
2. Be knowledgeable in academic policies, procedures, processes, and deadlines at the University and department or unit levels.
  - a. Assist in transfer issues and the petitioning process.
  - b. Understand and follow FERPA guidelines.
3. Conduct themselves in a professional and courteous manner while treating students with respect.
  - a. Be available during reasonable hours each semester for academic advisement, general questions, and performance concerns.
  - b. Provide means for communicating, scheduling appointments, and keeping accurate, up-to-date records.
4. Refer students to other services, departments, or individuals as the situation requires.

**First-Year Advising Process:**

During their first year, students advised by the Center for Advisement will meet with their advisor a minimum of twice a semester. Students will receive an email to their Mocs email address ([abc123@mocs.utc.edu](mailto:abc123@mocs.utc.edu)), instructing them how to select an appointment time. Emails to advisors are professional communications, so please include your full name and UTCID.

## Student Learning Outcomes:

By the end of the freshman year, a student should be able to:

1. Recognize and identify available majors in area of interest, understand major and appropriate General Education requirements, and said majors' pre-requisites and co-requisites.
2. Locate their academic advisor's contact information and effectively and professionally communicate with them.
3. Identify the importance of managing their time effectively and keeping commitments, including scheduled appointments with their academic advisor.
4. Recognize the contractual obligations of the academic calendar and catalog including, but not limited to: critical deadlines; FERPA; course repeat policy; and transfer credit processing.
5. Become familiar with the resources available on the UTC website and the essential functions of MyMocsNet. Available web resources include, but are not limited to: the course catalog and schedule, Clear Path for Advising, departmental webpages, and various student support services. MyMocsNet's essential functions include, but are not limited to: MyMocsDegree, course schedule and registration information, grades and other student records, financial resources, and UTC MocsMail.

## Important Dates\*

Fall 18 Semester	Spring 19 Semester
Aug. 9: Deadline to pay fees for fall	Dec. 13: Deadline to pay fees for spring
Aug. 20: Classes begin	Jan. 7: Classes begin
Aug. 26: Last day to add courses and change sections.	Jan. 13: Last day to add courses and change sections.
Sept. 2: Last day to drop a class without a W	Jan. 20: Last day to drop a class without a W
Oct. 1-Oct. 12: Faculty notify students of mid-term grades	Feb. 18-Mar. 1: Faculty notify students of mid-term grades
Oct. 15/16: Spring 2019 Course Schedule available	March 11: Fall 2019 Course Schedule available
Oct. 22: Deadline to withdraw from a class with a W	March 18: Deadline to withdraw from a class with a W
Nov. 5-16: Spring Priority Registration	March 18: Summer registration opens
Dec. 3: Last day of fall semester	April 1-April 12: Fall Priority Registration
Dec. 5-11: Final Exams	April 22: Last day of spring term
	April 24-April 30: Final Exams

\*This schedule is subject to change. Students should consult the academic calendar at [utc.edu/records](http://utc.edu/records) for any changes and additional deadlines.

## Resources:

- **Undergraduate Catalog** <http://catalog.utc.edu>
- **Clear Paths for Advising** <http://www.utc.edu/clearpath>
- **MyMocsDegree** located in MyMocsNet account on Academics tab
- **University Advising** Website <http://www.utc.edu/advisement/>
- **Disability Resource Center** (423) 425-4006; 108 University Center; <http://www.utc.edu/disability-resource-center/>
- **Counseling and Personal Development** Center (423) 425-4438; 338 University Center; <http://www.utc.edu/counseling-personal-development-center/>
- **Tutoring** Information (423) 425-2653; 335 UTC Library; <https://www.utc.edu/center-college-student-success/tutoring/>
- **Supplemental Instruction** Information (423) 425-4573; <https://www.utc.edu/center-college-student-success/supplemental-instruction/>
- **Mocs One Center** (Financial Aid, Scholarships [including HOPE], Records, Bursar) (423) 425-5880; 124 University Center; <https://www.utc.edu/mocs-one-center/>

Note: Each student is responsible for understanding and following the policies outlined in the catalog and for understanding the specific degree requirements for his or her program of study...although faculty and other University officials may offer advice regarding particular matters, the student must ensure that he or she understands the consequence of acting on such advice. Moreover, the student assumes sole responsibility for the consequence of creating or modifying his or her course schedule. (UTC Undergraduate Catalog, 2018)