

C.A.S.S. ACADEMIC ADVISING SYLLABUS
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Kayla McAuliffe

The Center for Advisement and Student Success

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Meetings available by appointment

Walk-ins with an available advisor every Wednesday from 10am to 5pm

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 two 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 assignments complete.
5. Understand degree requirements for majors you are considering.
6. Create and follow a 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

In an effort to meet the academic advising goals of the University, advisors will be expected to:

1. Provide accurate, program-based knowledge.
2. Utilize the University website, course catalog, class schedule, ClearPath Showcases, and other University resources to provide accurate information.
3. Clearly explain general education, major, degree, and graduation requirements for the program or unit under which they advise.
4. Be knowledgeable in current prerequisites, course sequencing, and course offerings for their area.
5. Be knowledgeable in academic policies, procedures, processes, and deadlines at the University and department or unit levels.
6. Understand and follow FERPA guidelines.
7. Be trained in academic advising functions in Banner, MyMocsDegree, Argos, and other university programs, as well as issues related to student development.
8. Assist you in understanding transfer issues and the petitioning process.
9. Assist you in creating an academic plan that incorporates your major, minor, summer attendance, and desired graduation deadline.
10. Be available during reasonable hours each semester for academic advisement, general questions, and performance concerns.
11. Provide you a means for communicating, scheduling appointments, and keeping accurate, up-to-date records.
12. Conduct themselves in a professional and courteous manner while treating you with respect.
13. Refer you 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 and Student Success will meet with their advisor a minimum of twice a semester. Students will receive an email to their Mocs email address, 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 the 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, ClearPath Showcases, 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 Semester	Spring Semester
Aug. 7: Deadline to pay fees for fall	Dec. 12: Deadline to pay fees for spring
Aug. 18: Classes begin	Jan. 5: Classes begin
Aug. 24: Last day to add courses and change sections.	Jan. 11: Last day to add courses and change sections.
Aug. 31: Last day to drop a class without a W	Jan. 16: Last day to drop a class without a W
Sept. 29 – Oct. 3: Faculty notify students of mid-term grades	Feb. 16 – Feb. 20: Faculty notify students of mid-term grades
Oct. 19: Deadline to withdraw from a class with a W	March 8: Deadline to withdraw from a class with a W
Oct. 20: Spring/Summer 2015 Course Schedules available	March 9: Summer registration opens
Nov. 3-14: Spring Priority Registration	March 9: Fall 2015 Course Schedule available
Dec. 1: Last day of fall semester	March 30 – April 10: Fall Priority Registration
Dec. 3-8: Final Exams	April 20: Last day of spring term
	April 22 – 28: Final Exams

*This schedule is subject to change. Students should consult the academic calendar at utc.edu/records for any changes and additional deadlines.

Resources:

- Undergraduate Catalog <http://catalog.utc.edu>
- ClearPath Showcases <http://www.utc.edu/records/clearpath-showcases.php>
- MyMocsDegree located in My MocsNet account on academics page
- University Advising Website <http://www.utc.edu/advisement/>
- Disability Resource Center (423) 425-4006; 102 Frist Hall; <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) 425-5782; 104 CANX Lab Building; <http://www.utc.edu/center-advisement-student-success/academic-success/tutoring.php>
- Supplemental Instruction Information (423) 425-4573; <http://www.utc.edu/center-advisement-student-success/academic-success/si-groupstudy.php>
- Financial Aid (423) 425-4677; 201 University Center; <http://www.utc.edu/financial-aid/>
- HOPE Scholarship [Scholarships Office] (423) 425-5790; 202 University Center; <http://www.utc.edu/scholarships/hope-scholarship/>

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, 2014)