

Advising Syllabus

Advising is an ongoing, caring and collaborative relationship between advisor and student that provides meaning, guidance, and support throughout the educational process.

Fulbright College
advising center

Advising Responsibilities

Advisors:

- Help you understand the meaning and relevance of the college experience
- Assist you in developing and achieving realistic academic goals based on your interests, abilities and needs.
- Interpret University policies, procedures and requirements.
- Refer you to appropriate resources.
- Address your academic questions and concerns.
- Adhere to the highest principles of ethical behavior.
- Guide you in your selection of courses.

Students:

- Take responsibility for your educational experience
- Maintain contact with your advisor throughout the semester.
- Assess your interests, abilities and needs and discuss these with your advisor.
- Clarify your educational and personal goals.
- Use the Catalog of Studies and other resources to learn about academic requirements, policies and procedures.
- Know important dates (registration, drop/add, etc) as listed in the [University Calendar](http://www.uark.edu/registrar/classes/) (<http://www.uark.edu/registrar/classes/>).
- Discuss your selection of courses with your advisor.

Your Advisor

In Fulbright College, your advisor is determined by your program and/or classification. As a freshman or sophomore, you will likely see an advisor in the [Fulbright College Advising Center](#), MAIN 518, 575-3307, fcac.uark.edu. This will vary if you are doing four-year honors, music, or in some cases, pre-medicine. Once you are a junior you will go to the department of your major for advising.

We encourage you to stay connected to your advisor. It is your responsibility to help with this by remembering your advisor's name and responding early to requests for appointments. If you want to see a different advisor, then you just have to ask.

For more complete advising information, including advising contacts, go to the [Fulbright College Advising Center](#) web site, fcac.uark.edu and click on *My Advising Guide*. At this site you will also find information on [degree requirements](#), [academic policies](#), [pre-professional programs](#), and [educational resources](#).

Preparing For Your Advising Appointment

- Make arrangements to meet with your advisor and arrive on time.
- Write down any questions or concerns you want to discuss.
- Be prepared to discuss your educational interests and goals, your educational plan, and any other academic concerns or questions.
- If coming in for a registration advising appointment, do the following:
 - Visit fcac.uark.edu, click on 'degree planning,' and print off a checksheet for your major. If you are undeclared you can print off a Bachelor of Arts or Science core checksheet that concentrates on the core classes for your chosen type of degree.
 - Mark all the classes you have taken or are currently taking to determine what classes you have remaining.
 - Consider possible classes for the coming semester.

Important Registration Deadlines

Here are some important deadlines to keep in mind. This is not a comprehensive list. For specific, current semester dates (and for summer deadlines), consult the [Academic Calendar](#) (www.uark.edu/registrar/classes/calcover.html).

- **5th day of class** – Deadline to add a full semester class and to receive 100% fee adjustment for dropping a full semester class while still enrolled at the University
- **10th day of class** – Deadline to drop a full semester class without a "W"
- **10th week of class** – Deadline to drop a full semester class with a "W"
- **Last day of class** – Deadline to withdraw from ALL full semester classes

Advising Calendar

You should see an advisor any time you have questions concerning your academic progress. The following dates only represent certain types of advising appointments that are scheduled at specific times of the academic year.

SUMMER:

- **Orientation** sessions for new and transfer students.

AUGUST:

- **Orientation** session for new and transfer students.
- **Walk-in advising** for freshman and sophomore students through the 1st week of class for registration issues.

SEPTEMBER:

- **Academic Progress Reviews** for all students with a cumulative GPA of less than 2.0
- **Degree Progress Checks** for juniors.
- **Check in** with your advisor.

OCTOBER:

- **October is registration advising month.**
- Appointments for freshman and sophomore students for spring registration.

NOVEMBER:

- **Walk-in advising** for freshman and sophomore students for spring registration.

JANUARY:

- **Orientation** session for new and transfer students.
- **Walk-in advising** for freshman and sophomore students through the 1st week of class for registration issues.

FEBRUARY:

- **Academic Progress Reviews** for all students with a cumulative GPA of less than 2.0
- **Degree Progress Checks** for juniors.
- **Check in** with your advisor.

MARCH:

- **March is registration advising month.**
- Appointments for freshman and sophomore students for summer/fall registration.

APRIL:

- **Walk-in advising** for freshman and sophomore students for summer/fall registration.

JUNE:

- **Orientation** session for transfer students.

Student Learning Outcomes and Expectations of Advising

Freshmen (0-29 HOURS):

- Know who your advisor is and how to contact him/her.
- Become familiar with University/Fulbright core requirements.
- Be able to navigate ISIS.
- Become familiar with the Catalog of Studies.
- Become familiar with the UA academic calendar (deadlines, add/drop dates, etc).
- Explore academic, career, and personal interests.
- Discover/assess skills, strengths, and weaknesses.
- Become familiar with campus services (Center for Educational Access; Career Development Center; Enhanced Learning Center; Quality Writing Center; etc). See below for contact information.

SOPHOMORE STUDENTS (30-59 HOURS):

- Begin to narrow your interests in order to determine a major.
- Explore course requirements for potential majors and start to make faculty contacts in the departments.
- Consider experiences that will help you clarify goals and interests (co-operative education, internships, study abroad, etc).
- Consider if your strengths and interests fit your major/career choice through discussion with your advisor and a career counselor in the Career Development Center.
- Begin to develop a resume, cover letter, and portfolio.

JUNIOR STUDENTS (60-89 HOURS):

- Get to know your faculty advisor.
- Complete a degree check sheet to determine classes still needed to meet major and graduation requirements.
- Research multiple career options within your field of study to determine best fit.
- Begin the networking process; consider participating in career/employment fairs.
- Identify and address additional education/skills needed for employment or for graduate school.

SENIOR STUDENTS (90+ HOURS):

- Begin the graduation application process.
- Research employment or graduate school options and begin applying.
- Prepare to market yourself to potential employers/graduate schools by articulating your skills and knowledge acquired through your course of study.
- Polish your resume, cover letter, and portfolio.

Campus Resources

University Services:

Center for Educational Access
ARKU 116 479-575-3104
www.uark.edu/ua/csd/

Career Development Center
ARKU 607 469-575-2805
career.uark.edu

Counseling and Psychological Services (CAPS)
HLTH 222 479-575-5276
www.uark.edu/depts/healinfo/CAPS

Pat Walker Health Center
525 N Garland 479-575-4451
health.uark.edu

Off-Campus Connections
ARKU 678 479-575-7351
occ.uark.edu

Psychology Clinic
MEMH 111 479-575-4258

Student Support Services
GREG 8 479-575-3546
www.uark.edu/depts/studserv/studsupp/home2c.htm

Tutoring Services:

Enhanced Learning Center
GREG 479-575-2885
elc.uark.edu

Quality Writing Center
KIMP 315 479-575-6747
www3.uark.edu/qwct

Language Learning Center
Department of Foreign Languages
JBHT 207 479-575-6856
www.uark.edu/depts/flaninfo/lc/lab.html