

# **University of Wisconsin Colleges**

## **Definition of Academic Advising System**

Academic advising in the UW Colleges is an integral part of the total learning process. Its primary purpose is to assist students in the development of educational plans that are compatible with their life goals. An understanding of individual student needs and the nature of our student body underlies this important activity. The advising process begins with the initial contact with the student, continues throughout enrollment in the UW Colleges, and includes post-enrollment planning. The ultimate responsibility for making decisions about educational plans and life goals rests with the student. The advisor assists by helping identify and assess alternatives. Within this context, the goals for academic advising should include:

- Establishing an ongoing one-to-one relationship between the student and the advisor;
- Assisting in the student's acclimation to university life;
- Clarifying academic and career goals as they relate to life experience ;
- Guiding in the selection of appropriate courses and other educational experiences;
- Interpreting institutional requirements;
- Increasing student awareness about educational resources available;
- Recognizing other student needs and referring to appropriate campus and community resources;
- Evaluating student progress toward established goals;
- Teaching students self-direction and encouraging intellectual development

## **University of Wisconsin – Richland**

### **Advising Syllabus**

**Student Affairs - (608) 647-8422, Ext. 264**  
**Hours: 7:45-6:00 M; 7:45-5:00 T- Th; 7:45-4:30 F**

### **Expectations of students:**

Your advisor expects you to:

- Schedule regular appointments each semester
- Come to appointments prepared with a tentative selection of course choices and with questions or topics to discuss
- Accept responsibility for your decisions and actions
- Be open to developing and clarifying your personal values and goals
- Research college programs, policies, procedures and opportunities
- Keep a record of your academic progress and goals
- Be courteous
- Plan ahead

### **Expectations of advisors:**

You can expect your advisor to:

- Understand UW-Richland associate degree requirements
- Understand transfer requirements for UW System 4-year campuses
- Communicate degree and transfer requirements to you
- Assist you in making course and major decisions
- Provide resources and referrals
- Listen carefully to your questions and concerns
- Maintain confidentiality
- Encourage and support you

## Recommended resources:

UW-Richland website	<a href="http://www.richland.uwc.edu">www.richland.uwc.edu</a>
PRISM access	<a href="http://www.uwc.edu/prism">www.uwc.edu/prism</a>
Transfer Information System	<a href="http://tis.uwsa.edu/">http://tis.uwsa.edu/</a>
WISC Careers	<a href="http://www.wiscareers.wisc.edu">www.wiscareers.wisc.edu</a> (reg. code uwr-c964)
UW-Help	<a href="http://www.uwhelp.wisconsin.edu">www.uwhelp.wisconsin.edu</a>
FAFSA	<a href="http://www.fafsa.gov">www.fafsa.gov</a>
UW Colleges	<a href="http://www.uwc.edu">www.uwc.edu</a>

**Advisor's Name:** \_\_\_\_\_ **Office #** \_\_\_\_\_ **Ext#** \_\_\_\_\_

**Office hours:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

Advisor assignments are made in late August – you will find your advisor's name in your PRISM Student Center. If you wish to change your advisor, you may do so by filing a request form in Student Affairs.

## **UW-RICHLAND ADVISING CALENDAR**

### **January**

- Winterim classes
- Final registration - tuition due
- Spring semester classes begin
- Transfer applications due 2/1 to UW-Green Bay (priority), UW-Madison\*, UW-Parkside\*\* (priority)

### **February**

- Submit application for degree candidacy (spring and summer graduates)
- Transfer applications due 3/1 to UW-Eau Claire (priority)

### **March**

- UW-R scholarship application due March 1
- Make advising appointment for fall semester
- Registration for summer school
- Midterm grades available
- Transfer applications due 3/15 to UW-Whitewater (priority)

### **April**

- File FAFSA online by April 1
- Placement testing for new students (continues through May and June)
- Registration for fall semester (continuing students)
- Richland ROCKS
- Course drop and total withdrawal deadline

### **May**

- Final exams
- Graduation and Awards Night

### **June**

- Summer school classes
- STAR sessions for new students (continue through July and August)
- Transfer applications due 7/1 to UW-Milwaukee\*

### **July**

- Summer school classes
- STAR sessions for new students (continue into August)

### **August**

- International Student Orientation
- Final registration - tuition due

### **September**

- Fall semester classes begin
- Welcome week
- Study abroad applications due October 1 (for scholarship consideration)
- International student applications due to UW-Madison October 1 (for priority consideration)

### **October**

- Make advising appointment for Winterim and spring registration
- Midterm grades available
- Submit application for degree candidacy (December graduates)
- Wisconsin Higher Education Fair

**November**

Winterim and spring registration (continuing students)  
Course drop and total withdrawal deadline  
Placement testing for new students (continues throughout December and January)  
UW-R Transfer Fair

**December**

Final exams  
End of fall semester  
Transfer applications due 12/27 to UW-Platteville (priority)

\*Many specific programs, especially at UW-Madison and UW-Milwaukee, have earlier deadlines – Check the transfer guides for your program.

\*\* To be considered for scholarship from Parkside.

Updated: 8 April 2015