

University of Colorado Colorado Springs

UCCS Academic Advising Syllabus

Partnering with students to successfully navigate college

Location: Main Hall, 2nd floorPhone: 719.255.3260Facebook: facebook.com/uccsacademicadvising

Email: advising@uccs.edu Website: uccs.edu/advising

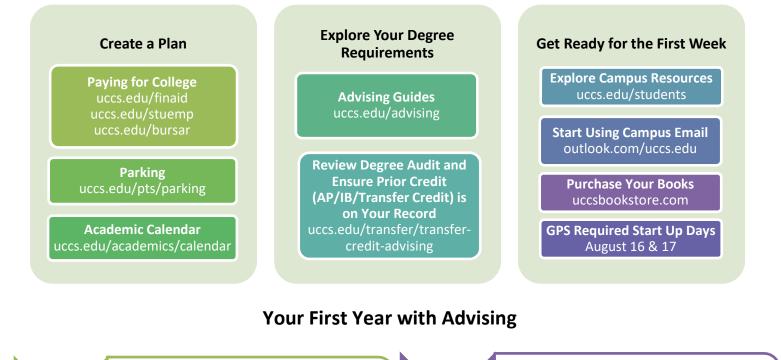
Scheduled Appointment	Drop In Advising	Email	Graduate Assistants
30 Minutes	10-15 Minutes, first-	Response within two	Drop In availability
	come, first-served	working days	throughout week
Schedule through Starfish or by	Most Wednesdays	Email	Visit website for
calling 719.255.3260	from 1:00-4:30pm	advising@uccs.edu or	availability
		your advisor directly	
Examples	Examples	Examples	Examples
- Academic Planning	- Quick Questions	- Course Registration	- Reading/Interpreting
- Academic Difficulty	- Forms/Signatures	Issues	Degree Audit
 Goal Setting and Success Plans 	 Policy Clarification 	- Permission Numbers	 Navigating Student
 Major Exploration 	- Class Concerns	- Simple Policy	Portal and Registration
- Probation/Suspension	- Confirming Course	Clarification	 Assistance with
- Early Alert	Selection		Connecting to Advising
- Study Abroad or Military Forms			and Campus Resources

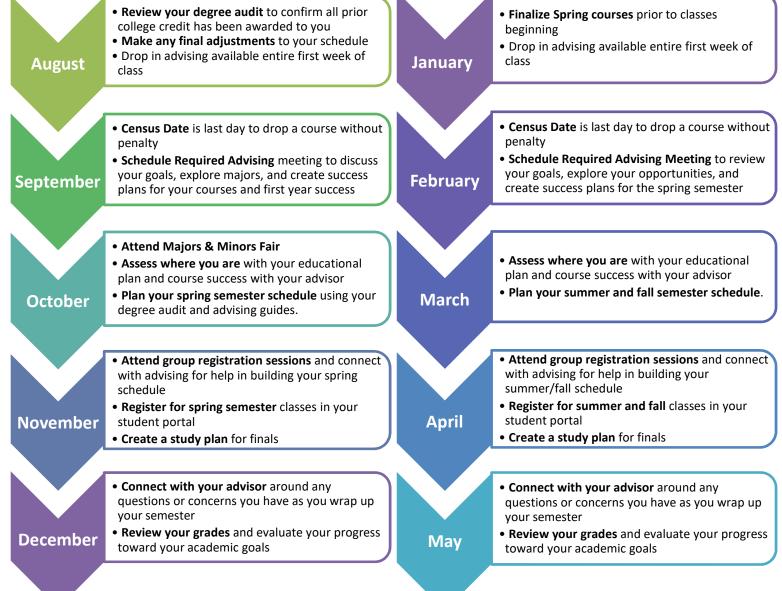
How to Connect With Us

Advising Expectations

What you can expect from us	What we expect from you
Mentors who support and challenge you from	Get to know your advisor
orientation through graduation	• Work with your advisor to explore, develop and
Guides who partner with you to explore and	implement your educational goals
achieve your educational and personal goals	Utilize your advisor when academic or personal
• Resources who act as a primary contact for your	challenges arise
concerns and connect you to campus departments	• Spend time to understand your degree plan, degree
and services to help foster your success	audit, and academic requirements
Experts who help you navigate UCCS, its programs,	Check your UCCS email regularly and respond to
academic requirements, and policies	actionable items
• Teachers who empower you to take ownership of	Accept responsibility for your decisions, both
your educational success	academically and socially
Maintain a courteous, respectful and supportive	Meet with your advisor at least once a semester
advising experience	Schedule and keep appointments with your advisor
Protect your privacy according to FERPA	

Before Classes Begin





Year by Year Advising

Year 1 Transitioning and Adjusting to College

- Get to know your academic resources: faculty, advisors, and Excel Centers
- ► Connect socially on campus through Student Life/Mountain Lion Connect
- Review and understand major and degree requirements
- ► Develop an academic plan and goals toward graduation
- ▶ Explore majors, minors, study abroad, research and internships

Year 2 Academic Exploration and Personal Development

- ► Continue exploring your interests, strengths, and career options
- Connect with faculty in your major or area of interest
- ▶ Review your degree requirements each semester to ensure you are on track
- Create a plan for your major, minors, study abroad, research, and internship options

Year 3

Academic Enhancement and Career Goal Setting

- ► Explore graduate school, professional and career options
- Connect with your advisor to plan for graduation
- Network with faculty in your major
- ▶ Participate in research, internships and/or study abroad

Year 4+ Transitioning Out of College and into Career or Graduate School

- ► Apply for graduation prior to your final semester
- ► Finalize career or graduate school plans
- ► Connect with faculty and staff for letters of recommendation
- or references for your job search

Common Questions and Terms

How do I know what classes to enroll in each semester?	What is a degree audit?	
 Students should review their degree audit to see what requirements need to be completed along with their advising guide for their appropriate major. These two resources will help you form an understanding of what classes to enroll in and the sequence of classes within your degree. Use these guides to create a semester by semester plan for your degree. Connect with your advisor each semester to review your course selection and to review your overall plan for your degree. 	 Your degree audit, accessed through your student portal, tracks your degree progress and requirements for your major or area of interest. Transfer credit, AP/IB, and prior UCCS coursework is added into your audit after it has been officially submitted and evaluated to give you an accurate picture of what requirements remain for your program. Take the time to review and understand your degree audit. If you have any questions or feel that the degree audit is incorrect, please reach out to your academic advisor. 	
What is Early Alert?	What is Starfish?	
 Early alert is a system faculty use to identify students who are struggling academically. Advisors work with students on early alert to discuss challenges and develop success plans. Make sure to connect with your advisor whenever you are placed on early alert. You will receive an email from Starfish as well as an email/phone call from academic advising. 	 Schedule appointments with your advisor and other campus resources. Request help for your courses and other challenges you may face. Create and view success plans to help you make the most of your college experience. Stay on track with your classes through early alert monitoring. 	

Common Terms to Know

Academic Level – All students with fewer than 30 completed credit hours are freshmen. Sophomores have completed 30-59 credits, juniors have completed 60-89 credits, and seniors have completed at least 90 credit hours.

Census Date – This is the last day you can drop classes for a full refund as long as the course is a full-term course. Courses that do not follow the traditional 16-week schedule have their specific Census Date (check the Registrar website for dates).

Credit Hours – Each course has a number of credit hours assigned to it based on how much time the course spends on instruction. Aim for around 15 credits per semester to graduate in four years or discuss alternate ways to graduate in a timely manner with your advisor.

CU GPA – This is your University of Colorado GPA and includes all college coursework taken within the University of Colorado system. Your CU GPA is used to determine your academic standing as well as graduation requirements. It is always available to be viewed in your student portal or in your degree audit.

Enrollment Date – Every semester you are provided with a day and time you can begin to register for classes. The closer you are to graduation, the earlier your enrollment date will be. Always address any holds that may prevent you from enrolling to ensure you can register for classes on your enrollment date.

Full-Time – Students who are enrolled in at least 12 credits during a semester are considered full-time.

Permission Numbers – Some classes may not allow you to enroll without special permission, which is granted through a permission number. Contact advising for assistance in these situations.

Required Advising – All first year students are required to meet with their advisor once per semester in their first year.

Requisites – Courses sometimes set criteria that students must complete prior to taking the course (also known as a pre-requisite) or criteria that students are allowed to take at the same time as a desired course (co-requisite).

All university and academic advising policies are subject to change. Advisors will provide relevant information to students, and collaborate on developing realistic goals. Ultimately, students are responsible for their own educational decisions, and they are responsible for knowing and fulfilling their degree requirements.