



UCCS Academic Advising Syllabus

Partnering with students to successfully navigate college

Location: Main Hall, 2nd floor

Phone: 719.255.3260

Email: advising@uccs.edu

Facebook: facebook.com/uccsacademicadvising

Website: uccs.edu/advising

How to Connect With Us

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

Advising Expectations

What you can expect from us . . .	What we expect from you . . .
<ul style="list-style-type: none"> • Mentors who support and challenge you from orientation through graduation • Guides who partner with you to explore and achieve your educational and personal goals • Resources who act as a primary contact for your concerns and connect you to campus departments and services to help foster your success • Experts who help you navigate UCCS, its programs, academic requirements, and policies • Teachers who empower you to take ownership of your educational success • Maintain a courteous, respectful and supportive advising experience • Protect your privacy according to FERPA 	<ul style="list-style-type: none"> • Get to know your advisor • Work with your advisor to explore, develop and implement your educational goals • Utilize your advisor when academic or personal challenges arise • Spend time to understand your degree plan, degree audit, and academic requirements • Check your UCCS email regularly and respond to actionable items • Accept responsibility for your decisions, both academically and socially • Meet with your advisor at least once a semester • Schedule and keep appointments with your advisor

Common Questions and Terms

<p>How do I know what classes to enroll in each semester?</p> <ul style="list-style-type: none"> • 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. 	<p>What is a degree audit?</p> <ul style="list-style-type: none"> • 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.
<p>What is Early Alert?</p> <ul style="list-style-type: none"> • 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. 	<p>What is Starfish?</p> <ul style="list-style-type: none"> • 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.
<p>Common Terms to Know</p>	
<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Full-Time – Students who are enrolled in at least 12 credits during a semester are considered full-time.</p> <p>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.</p> <p>Required Advising – All first year students are required to meet with their advisor once per semester in their first year.</p> <p>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).</p>	

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.