

ACADEMIC & EXPLORATORY ADVISING SYLLABUS

Our Mission

We empower students to choose best fit majors through highly personalized exploratory advising and innovative academic programming.

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

APPOINTMENTS:

- Schedule via [Starfish](#) (located in [Canopy and Blackboard under UC Tools](#)).
- Students who are more than 20 minutes late will be asked to reschedule. Please be on time for your appointment.
- Quick, general questions can usually be answered by a staff member or student assistant at the front desk on the 2nd floor of French Hall West. Questions related to your specific degree progress, course planning, or academic records require an advising appointment. Students can also call 513-556-5860 or visit this front desk to schedule an appointment with their advisor.
- Open, Walk-in advising on a first-come, first-seen basis is available the first three days of the fall and spring semesters from 9a to 4p.

This syllabus is a tool designed to assist you in successfully navigating your undergraduate experience. In addition, please refer to the academic calendar information found on [One Stop](#), academic policy information published by the [Office of the Registrar](#), and the [A&S Undergraduate Student](#) links for important UC information.

[Mandatory Advising for Exploratory Students](#) – All A&S College freshmen are required to meet with their academic advisor before being able to register for classes each semester. Academic advising and course registration begins for all freshmen during Bearcat Bound freshman orientation. Exploratory freshmen meet with their college academic advisor during the summer, fall and spring semesters.

Exploratory sophomores under a 2.3 GPA and exploratory students with 60+ semester credit hours (juniors) have mandatory advising each semester prior to registration and until declaring a major.

Advisor/Advisee Responsibilities and Learning Outcomes

Your advisor will...	You will...	Learning Outcome
Understand and effectively communicate the curriculum, graduation requirements, university policies & procedures, and program or policy changes.	<ul style="list-style-type: none"> • Become knowledgeable about college programs, policies & procedures. • Utilize the tools available to you to track & monitor progress toward graduation. 	<ul style="list-style-type: none"> • Demonstrate the ability to make effective decisions concerning your degree. • Develop an educational plan for successfully achieving your academic goals.
Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievement.	<ul style="list-style-type: none"> • Be an active learner by fully participating in the advising process. • Be aware of important academic dates & deadlines. • Accept responsibility for decisions & the investments you make in your education. 	<ul style="list-style-type: none"> • Improve your decision-making and problem solving skills by asking productive questions. • Be empowered to take responsibility for your choices and learn from those choices, actions, and outcomes.
Encourage and support student with information about strategies for utilizing resources and services available to them.	<ul style="list-style-type: none"> • Clarify personal goals & values. • Provide advisor with accurate information regarding your interests, abilities & concerns. 	<ul style="list-style-type: none"> • Learn how to be a self-advocate and how to locate and utilize available resources. • Develop the skills and commitment needed to discover opportunities for lifelong learning and personal growth.
Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access and will respond to student inquiries within 48 hours or provide alternative contacts. <i>Our meetings are confidential!</i>	<ul style="list-style-type: none"> • Schedule advising appointments once each semester at a minimum. • Read your UConnect e-mail daily. • Check the Center for Exploratory Studies Advising organization on Blackboard weekly. • Be prepared by writing down a list of questions before you meet your advisor. • Take notes about what you and your advisor discuss. 	<ul style="list-style-type: none"> • Develop effective communication skills and prepare you for future life and employment experiences. • Develop appropriate electronic media navigation and e-communication etiquette.

Bearcat Bond* <http://www.uc.edu/conduct/BearcatBond.html>

"As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world." *Endorsed by Faculty Senate, GSGA, and Student Government Spring, 2012

All exploratory academic advisors in the Center for Exploratory Studies are, [LBGTQ Safe Zone Allies](#), and continue to update their training/knowledge with respect to issues within the LGBTQ community.

CES Advising Syllabus – What are your advising needs? Not all Exploratory Students are exploring for the same reason. See which of the three types on the continuum below with which you most identify and learn how the Center for Exploratory Studies can help you. Keep in mind that services listed below are available to all Exploratory Students, regardless of type.

So many choices:
Where do I start?

I am a student who is completely unsure of what major to choose.

Exploratory Toolbox: A student who is wondering what would be a best fit major for him/herself should consider this assessment. (Students will take the Exploratory Toolbox Assessment if they take Discovering UC.) The Toolbox Assessment has three components: a personal preference inventory, a review of UC majors, and “My Plan”, which is an online career assessment. There are NO WRONG ANSWERS in the entire assessment. The Center for Exploratory Studies (CES) wants the student to get to know him/herself a bit better and a CES advisor will review the results of these assessments in a one-on-one meeting with the student to determine if there are any patterns that develop, with regard to a major choice, when looking at the three assessments in total.

Discovering UC (15MLT11075) course: This course is designed to assist undecided, questioning, or transitioning students in the major selection process. Students in this class learn about UC’s majors and programs of study through a variety of methods, including online research, interaction with faculty from all baccalaureate colleges, personal assessment, academic exploration and student development exercises, and one-on-one meetings with instructors.

Academic Advising: All Exploratory Studies students are required to meet with their academic advisor each semester before they will be eligible to register for courses for the upcoming semester. This is a great time to discuss your major interests and any difficulties you may be experiencing with your academic coursework for the current semester.

I’m getting close: How
do I know which to pick?

I am a student who is considering just a few specific majors.

Know your Options: To ensure you are making an informed choice, you need to thoroughly research each major you are considering. This means you need to find out about the curriculum; transition requirements (for non-A&S majors); and success factors. You can accomplish this research by accessing the information available on the [UC Programs page](#).

Research Careers: Take the time needed to find about the careers associated to your majors of interest. Each of the online tools below can help:
[UC’s What Can I Do With My Major page](#) – Discover possible career paths for many of the majors available at UC.
[Occupational Outlook Handbook](#) – For hundreds of careers, the OOH tells you the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions.

[Visit UC’s Career Development Center](#)
Other Decision-making Activities: There are other things you can do to help you make your decision. Your Exploratory Advisor can assist you find an upper level student in your potential major(s) who can act as a [Major Mentor](#). Meeting with [undergraduate directors/faculty advisors](#) can also be helpful.

Deciding and Declaring: When you make your final choice, you can declare your A&S major by using the online [form](#). If your major is in another college, and once you and your advisor think you are admissible, complete the [Change in College form](#).

I know what I want:
Help me get there!

I am a student who wants to get into a major in another college.

Advising, Advising, Advising: See each of the specific reasons why you need to develop a close relationship with your advisor, and why you need to do so soon.

Let us know at Orientation: There are some colleges that we might be able to get you into almost immediately, so talk to your advisor about this at orientation. But even if this is not the case for you, knowing where you want to be will help your advisor get you into as many of the correct classes as possible.

Meet with your Academic Advisor early as possible in your first semester: Timing is very important at this stage of the game. Your advisor will know the admissions cycle and deadlines for your program (what semester you can get into your program of choice and when your application is due.) Additionally, we need to discuss transition requirements (or what classes and grades you need to get into your program) early in the semester.

Make Sure You can Register for the next semester at the earliest possible date: Set up an appointment at least *two weeks prior* to your early registration date.

Determine Alternate Paths: There is often more than one major (and often from more than one college) that will satisfy your needs and allow you to do what you want to do once you graduate. We include using double majors, minors and certificates as part of the possibilities here. The resources introduced in phase II can help you find the right fit.

Deciding and Declaring: You should now know what it takes to [declare an A&S major](#) or [change your U.C. College and program](#). Use these forms to do so.

Explore!

Discover!

Decide!

Declare!