

**University of Kentucky
College of Engineering
Freshman Advising Center
Academic Advising Syllabus**

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Office : 3rd Floor, F. Paul Anderson Tower
Center for Student Success

Advising Hours: Walk-in hours Monday through Friday from 8:00a.m. – 4:30p.m. except during priority registration (October/November and March/April).

Academic Advising Description/Definition:

“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)

Academic Advising Mission Statement:

The University of Kentucky, College of Engineering advising program recognizes academic advising to be a critical component of the educational experience of its undergraduate students. Through individual, collaborative relationships with academic advisors, students are best able to define and implement sound educational plans that are consistent with their personal values, abilities, goals and career plans. While academic advising occurs most visibly in these individual relationships, a broad network of professionals, faculty, staff, students and campus partners exists in support of the Institution's overall advising mission. While academic advising is a collaborative process, the student is ultimately responsible for their educational experience.

Advisor Responsibilities | As your advisor you can expect me to...

- Understand and effectively communicate the curriculum, engineering standing requirements, graduation requirements, and university policies and procedures.
- Listen and help you develop a plan of study that reflects your academic background and strengths, your personal interests, and your educational and career goals.
- Encourage and guide you as you define and develop realistic goals for your academic career.
- Encourage and support the development of clear and attainable educational plans.
- Provide you with information about and strategies for utilizing the available resources and services on campus.
- Assist you in understanding the purposes and goals of your major and its effects on your life and personal goals.
- Monitor and accurately document your progress toward meeting your goals.
- Be accessible for meeting with you via open-door policy, telephone, or e-mail.
- Assist you in gaining decision-making skills and abilities in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality.

Advisee Responsibilities | As an advisee, your responsibilities and expectations are to...

- Schedule appointments for priority registration and make regular contact with me during each semester.
- Keep a personal record (“advising portfolio”) of your progress toward meeting your goals .
- Come prepared to each required advising appointment by planning courses in your myUK GPS.
- Be an active learner by participating fully in the advising experience by asking questions and taking control of your educational plans.
- Clarify personal values and goals and provide me with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Develop a degree plan in myUK GPS that will allow for successfully achieving your goals and select courses each semester to progress toward fulfilling this plan.
- Utilize campus resources to assist in achieving your academic, personal, and career goals.
- Check your email and all other electronic resources daily.
- Accept responsibility for your decisions.

Important Dates to Remember

<http://www.uky.edu/registrar/fall-2018-semester>

Accommodations Due to Disability

The University of Kentucky is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Resource Center for assistance. The staff of the Disability Resource Center provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the University of Kentucky campus. Through active involvement with all areas of the University, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

FERPA | Right To Privacy Information

The Family Education Right to Privacy Act is a federal law that aims to protect the privacy of students. This means that only you have legal access to your grades. Your parents, friends, peers, and significant others do not. You have the option to sign a waiver of these rights, but if you have not signed such a waiver, I am not allowed by federal law to discuss your grades with anyone but you. To ensure your privacy is not violated, I will only disseminate information over your University of Kentucky (@g.uky.edu/@uky.edu) email account. Do not share your email or myUK password with anybody you would not want seeing your educational records.