

Text:

First-Year Students – <http://artsci.utk.edu/advising/ways-to-prepare-for-academic-advising/first-year-students/>

Second-Year Students – <http://artsci.utk.edu/advising/ways-to-prepare-for-academic-advising/second-year-students/>

Junior Year – <http://artsci.utk.edu/advising/ways-to-prepare-for-academic-advising/second-year-students/>

Senior Year - <http://artsci.utk.edu/advising/ways-to-prepare-for-academic-advising/senior-year/>

Mission:

To guide our diverse undergraduate population in developing and implementing sound educational plans that are consistent with their values and their academic and career goals. Our purpose is to encourage students to become self-directed learners and decision makers. Further, we serve as a resource to faculty and support their work with undergraduate students within the College. Finally, our efforts support the University of Tennessee's broader mission, specifically by encouraging student persistence towards graduation.

Learning Outcomes:

Students will demonstrate they know

- Curricular requirements, progression standards, and course sequencing related to a chosen/ intended academic program in order to graduate in a timely fashion
- The career and professional development opportunities available as well as on-campus support for identification and exploration of career paths
- Academic policies and procedures
- Campus resources and support systems that promote academic success

Students will demonstrate they can

- Develop an academic plan and assess degree progress through graduation
- Critically reflect upon academic and career goals
- Develop skills and strategies for academic success that include accessing and using institutional resources, policies, and procedures
- Take responsibility for making decisions regarding their academic success

Students will demonstrate they value/appreciate

- The importance of academic planning and their role in the process
- The importance of enhancing their degree with cocurricular/extracurricular and inter/intracultural experiences
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society
- The educational process and learning across the lifespan

Student Expectations:

1. Schedule and attend your advising appointment prior to your registration eligibility date.
2. Monitor your own progress, and seek advice from your advisor, so that you stay on schedule toward graduation in four years.
3. Take an active role in your advising session by being prepared to discuss your goals and educational plans.
4. Complete 30-36 semesters hours of credit hours each year.
5. Come prepared to each appointment with questions and/or material for discussion.
6. Ask questions if you do not understand an issue or have a specific concern.
7. Understand degree requirements of colleges and majors you are considering.
8. Be aware of drop/add deadlines and additional university requirements.
9. Make and be responsible for your own decisions.
10. Maintain good academic standing as determined by the department and college offering your major.
11. Silence your cell phone prior to advising appointments.
12. Follow-up on referrals and inform your advisor of the outcome of referrals.
13. Emails are professional correspondence, be sure to include your first and last name.

Advisor Expectations:

1. Be accessible to you during reasonable hours.
2. Understand the curriculum, graduation requirements, and university policies.
3. Provide accurate information.
4. Discuss specific university, college, and departmental requirements, procedures, and deadlines.
5. Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
6. Assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments.
7. Refer you to other services, departments, and specific individuals as special needs are identified.
8. Help you identify special needs and acquaint you with services and programs provided by the college and the university.
9. Respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests.
10. Help you assume responsibility for your decisions and actions.

Appointments:

To schedule an appointment with an academic advisor in our office, simply log into your <http://my.utk.edu> account and click on the "GradesFirst" link found in the advising section of your home page. Once in the "GradesFirst" system, click the "Appointments for Advising or Other Academic Help" button and follow the prompts from there. (Note: E-mailing your advisor to set up an appointment can result in lost time and efficiency.)

Resources:

- Academic Calendar
- Career Services
- Counseling Center
- MyUTK
- Office of Disability Services
- Programs Abroad Office
- Student Activities Office
- Student Success Center

Important Dates & Academic Calendar:

<u>August:</u> • Be aware of drop/add dates and other deadlines	<u>January:</u> • Be aware of drop/add dates and other deadlines • Attend Study Abroad Fair
<u>September – October:</u> • Schedule appointment with advisor to plan for Spring • Attend Study Abroad Fair • Attend Fall Job Fair (September)	<u>February – March:</u> • Schedule an appointment to meet with your advisor to plan Summer/Fall • Attend Spring Job Fair (March)
<u>October – November:</u> • Register for classes once eligible	<u>March – April:</u> • Register for classes once eligible
<u>December:</u> • Final exams	<u>May:</u> • Final exams

Advice from your Advisor:

- Go to class every day and get to know your professors.
- Meet with your academic advisor each semester.
- Read your UTK email regularly. This is how the university communicates with you.
- Balance school with the rest of your life. Plan enough study time to do well in your classes.
- Have good study habits and get academic assistance early if needed.
- Understand the impact of dropping classes – academic and financial.
- Review your grades and DARS on MyUTK at the end of each term
- Make a plan for graduation early. You can graduate in four years.

Note: Please understand that your advisor will not make decisions for you during our advising sessions. Your advisor will provide you with the most accurate information available to them, and you will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility of knowing and fulfilling degree requirements rests with you (Gordon, et al., 2011).