

ACADEMIC ADVISING

PRESENTED BY
THE UNIVERSITY ADVISING CENTER



OVERVIEW

- University Advising Center (UAC)
- Academic Advising Services
- Understanding Your Degree Requirements
- Tools, Resources & Tips
- What's next?





UNIVERSITY ADVISING CENTER



UNIVERSITY ADVISING CENTER (UAC)



Normal Office Hours:
Monday-Thursday: 8–6 pm
Friday: 8–5 pm

Contact Information:

Office: Student Engagement Center, Room 3120

Phone: (210) 805-5814

Email: advising@uiwtx.edu

Webpage: uiw.edu/advising



THE ADVISING TEAM



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Health Professions



Kristen Bates
Athletic Advisor



Garrett Hotchkiss
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Administration



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Pharmacy



David Kincaid
Optometry



Karina Johnson
Biology



Dr. Rochelle Ramirez
Media & Design



Megan York
Social Sciences



Nursing



Janie Rios
Administrative
Assistant



ACADEMIC ADVISING SERVICES



University Advising Center

2020 - 2021 Advising Syllabus

Office Location: Student Engagement Center, Room 3120
Office Hours: Monday – Friday 8:00 am – 5:00 pm
Office Phone: 210-805-5814
Email/Website: advising@uiwtx.edu / <http://www.uiw.edu/advising/>

WELCOME TO THE UAC AT THE UNIVERSITY OF THE INCARNATE WORD!

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)

In cooperation with university faculty, the mission of the University Advising Center (UAC) is to assist students in discovering their abilities, values, interests and limitations in the context of higher education. We accomplish this by collaborating with students to develop effective decision making skills and realistic goals consistent with their career choices and the realities that they will encounter in the world of work.

The UAC serves as the primary advisor to undeclared transfer, transient and non-degree seeking students. Additionally, the UAC provides supplemental advising to declared transfer students, probation students, and any students needing additional help after meeting with their assigned faculty or professional advisor. Professional Advisors serve as the primary advisor for lower classmen and secondary advisor for upperclassmen within their discipline.

UAC STAFF/PROFESSIONAL ADVISORS

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ADVISING SYLLABUS



<https://my.uiw.edu/advising/docs/20202021advisingsyllabus.pdf>

👉 Registration/Course Drops

📚 Academic Changes

🔔 Attendance Review & Notifications

✓ Explaining Degree Requirements

📄 Explaining University Policies & Procedures

📍 Major Exploration

👤 Referral to Other Student Support Service Offices

ADVISING SERVICES



TRANSITIONING TO A FACULTY ADVISOR

- Depending on your major, you will be assigned to either a Faculty Advisor or UAC Advisor, initially.
- If assigned to a UAC Advisor, you will be transitioned to a Faculty Advisor as you advance through your program.
 - While your UAC Advisor will still be available to help with general advising and registration questions, the relationship you have with your Faculty Advisor will be one of mentorship, focused more deeply on exploring your field of study.
- Once your advisor assignment has been completed, you will receive a notification via Cardinal Email.

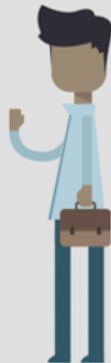
UAC ADVISORS

PROVIDES COURSE
RECOMMENDATIONS
FOR REGISTRATION

COUNSELING FOR
BETTER
UNDERSTANDING OF
DEGREE
REQUIREMENTS

GRADUATION RELATED
INFORMATION

ASSISTANCE WITH
ACADEMIC DIFFICULTY



EVALUATION OF
TRANSFER CREDIT

APPROVAL AND
PROCESSING OF
ACADEMIC FORMS AND
DOCUMENTS

DEGREE PLANNING &
MAJOR EXPLORATION

UNIVERSITY
RESOURCE
INFORMATION

FACULTY ADVISORS

EXPERTISE IN YOUR
AREA OF INTEREST

GUIDANCE
REGARDING COURSE
SUBSTITUTIONS
WITHIN YOUR MAJOR

CONNECTIONS TO
RESEARCH
OPPORTUNITIES



SUGGESTIONS FOR
SPECIALIZATION
COURSES

"BIG PICTURE"
DISCUSSIONS
REGARDING CAREER
GOALS AND
OPPORTUNITIES

GRADUATE AND/OR
PROFESSIONAL
SCHOOL GUIDANCE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- In compliance with FERPA, The University of the Incarnate Word will not release student records, such as academic information, student account information or financial aid information to parents/guardians, spouse or others unless permission is given by the student.
- To allow access you will need to authorize the individual(s) as a proxy.

CONFIDENTIAL



<https://my.uiw.edu/registrar/ferpa.html>



UNDERSTANDING YOUR DEGREE REQUIREMENTS



As a student, it is your responsibility to know degree requirements and courses required for graduation, and to comply with university policies, procedures and deadlines. You are expected to be an active participant in planning your education. To demonstrate your commitment to your advising meetings, you should come prepared, ask questions and engage, and show up on time.

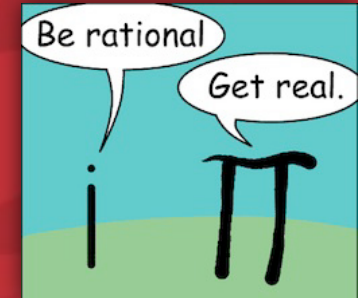
Remember, we're here to help you be successful throughout your journey at UIW.

DEGREE & PROGRAM REQUIREMENTS

- 120 credit hours
 - 43 hours of General Core Classes
 - Composition I, Composition II, History, Social Science, Mathematics, Philosophy, etc.
 - 36 hours of Upper Level classes (Junior and Senior level courses)
 - 45 credit hours institutional credit or residency hours to be completed at UIW
 - 45 hours of Community Service
 - Program specific requirements



MATH PLACEMENT



- MATH Placement is based on ACT, ACCUPLACER, SAT, or TSI test scores
 - Minimum score met—students are registered in college-level math class
 - Minimum score not met—students will be placed in the developmental course, MATH 0320-Intermediate Algebra and required to earn a “C” or better before taking college level Math
 - Students may test out of MATH 0320 by completing ALEKS Placement, Preparation and Learning (PPL) program





TOOLS, RESOURCES & TIPS

UNDERGRADUATE CATALOG

- Outlines the academic policies at UIW
- Degree/Program requirements
- Course descriptions
- Course rotations/offerings

Become familiar with these policies and discuss them with your Academic Advisor. Ask questions when you have them!



<https://uiw.smartcatalogiq.com/2019-2020/Catalog>

Academic Degree Audit

Student View A0008iNr as of 05/29/2020 at 23:05					
Student	Cardinal, Red E.	College	Col of Humanities/Arts/Soc Sci	Graduation Application [Y/N]	N
ID	W011#####	Level	Undergraduate	Catalog Term	Fall 2019
Level	Sophomore	Degree	Bachelor of Arts	Sport	
Advisor		Major	English		
Overall GPA	2.48	Concentration			
Academic Standing		Minor	Secondary Education		
Hold		Concentration			

Degree Progress



The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a Whatif Audit under one of the available catalogs.

Degree in Bachelor of Arts		Credits Required:	120	Credits Applied:	41
<input type="checkbox"/>	Minimum 120 Total Credit Hours Required	Reason:	120 credit hours are required. You currently have 41, you still need a minimum of 79 more credit hours and successful completion of all graduation requirements.		
<input type="checkbox"/>	Minimum 36 upper-division credit hours required	Reason:	36 upper-division credit hours are required. You currently have 3, you still need a minimum of 33 more.		
<input type="checkbox"/>	Minimum credits taken at the University of the Incarnate Word	Reason:	Minimum credits taken at the University of the Incarnate Word: You have 41 but still need a minimum of 4 credits.		
<input type="checkbox"/>	36 of the last 45 credit hours must be taken at UIW.				
<input checked="" type="checkbox"/>	You meet the minimum cumulative 2.0 GPA requirement.				
<input type="checkbox"/>	Main Campus Core Curriculum Requirements	Still Needed:	See Core Curriculum section		
<input type="checkbox"/>	Community Service Requirement	Still Needed:	See Community Service Requirement section		
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in English section		

Core Curriculum		Credits Required:	43	Credits Applied:	35
<input type="checkbox"/>	Minimum 43 General Education Core Credit Hours Required	Reason:	43 credit hours are required. You currently have 35, you still need a minimum of 8 more credit hours and successful completion of all graduation requirements.		
<input checked="" type="checkbox"/>	English Composition I (grade of C or better)	ENGL 1311L	Composition I	B-	3 Fall 2019
<input checked="" type="checkbox"/>	English Composition II (grade of C or better)	ENGL 1312	Composition II	REG (3)	Fall 2020
<input type="checkbox"/>	World Literature	Still Needed:	1 Class in ENGL 2310* or 3310H* or @ @ ATTRIBUTE = LITR		
<input checked="" type="checkbox"/>	Fine Arts Electives	DANC 1306	Beginning Social Dance Level 2	B	3 Fall 2019
<input checked="" type="checkbox"/>	Introduction to Philosophy	PHIL 1381	Introduction to Philosophy	C	3 Fall 2019

DEGREE WORKS



<https://my.uiw.edu/advising/docs/degreworks.pdf>

GRADES FIRST



- Communication tool
- Students can access advising appointment notes, midterm/final grades, class schedule, and calendar
- Students can coordinate and schedule advising appointments and correspond with their professors & advisors

The screenshot shows a web interface for a student's home page. At the top right, there is a dropdown menu for the semester, currently set to "Fall 2020". The main heading is "Student Home". Below this, there are tabs for "Class Information", "Reports", "Calendar", and "Send a Message". The "Class Information" tab is active, displaying a table of classes for the term.

CLASS NAME	PROFESSOR	DAYS/TIMES	IMD	FINAL
BIOL-2122-47484-BIOL-2122-L6 Anatomy & Physiology II Lab	Jennifer Reamer	Begins on 08/24/2020 T 6:00p-8:45p AT&T231		
BIOL-2322-46351-BIOL-2322-01 Anatomy and Physiology II	Bridget Ford	Begins on 08/24/2020 MW 10:30a-11:45a B5H129		
BIOL-2474-47522-BIOL-2474-04 Introductory Microbiology	Sara Shields-Menard	Begins on 08/24/2020 MW 1:30p-2:45p B5H122		
BIOL-2474L-46428-BIOL-2474L-L3 Introductory Microbiology Lab		Begins on 08/24/2020 TR 4:30p-5:45p AT&T311		
MATH-2303-56902-MATH-2303-07 Intro/Probability & Statistics	Scott Smith	Begins on 08/24/2020 TR 1:30p-2:45p B5H220		
NUTR-2341-47538-NUTR-2341-04 Introduction to Nutrition	Neeta Singh	Begins on 08/24/2020 TR 12:00p-1:15p B5H120		
PSYC-2356-56468-PSYC-2356-03 Lifespan Development	Ursula Garza	Begins on 08/24/2020 MW 12:00p-1:15p FA213		

On the right side of the dashboard, there are three sections: "Quick Links" with a "Take me to..." dropdown and a "School Information" link; "Upcoming Appointments" with the message "You have no upcoming appointments."; and "Your Success Team" which is currently empty.

BANNER 9 REGISTRATION

- For a student's first semester, a university advisor will complete registration.
- After successfully completing their first semester, students will be able to register online through Banner 9 after meeting with an advisor.
- The UAC provides workshops to help students better understand the advising and registration processes.
- Be sure to attend in order to be fully prepared!



BANNER 9
Registration

Register for Courses

TOOLS TO HELP KEEP YOU ON TRACK!

Cardinal, Red July 19, 2017

PLANNING GUIDE

Undergraduate IDS Majors Seeking Certification (EC-6)

Course Sequence

FALL	SPRING	SUMMER
Transferred Coursework:		
Fall 2017 (15) ENGL 1311: Comp I EDUC 2305: Foundations of Educ. GOVT 1315: Amer. Pol HIST 1321: US to 1865 (F) PHIL 1381: Intro to Phil	Spring 2018 (16) ENGL 1312: Comp II MATH 0320 HIST 1322: US History Since 1865 (S) BIOL 1401: Diversity of Life & Lab DWHP 1200: Dimensions of Wellness FEHP 11XX (THEA)	Summer 2018 (6) MATH 1304: College Algebra RELS 13XX
Fall 2018 (15) ENGL 2310: World Literature MATH 2374: Math for Elem TchrsI(F) ED51 2374: Sci for Elem Tchrs (F) EDUC 3307: Essentials of Lit. Instruct* Second Language I	Spring 2019 (18) EDUC 2315: Survey of Children EDUC 3327: Dev the Fluent Rdr* MATH 2375: Math for Elem TchrsII(S) ED51 2375: Earth & Space Science PEHP 3305: Motor Dev (S) Second Language II	Summer 2019
Fall 2019 (15-18) EDUC 3337: Dev the Strategic Rdr* EDUC 3330: Soc Studies Instr ENGL 3385: Integ. LA HIST 3322: Texas History THAR 4301: Creativity in the Arts EDUC 3335: Adv. for Excep Learner OPTIONAL Apply to TEP (Sept)	Spring 2020 (18) EDUC 3375: Teachers of Children in Primary Grades EDUC 3373: Learning Theories EDUC 3367: Tchg Children in K,EC EDUC 3325: Child Dev & Play EDUC 3347: Differentiating Lit Instr* EDUC 3346: Tchg Students w/ EBD	Summer 2020
Fall 2020 (18) EDUC 3377: Teachers of Children in Intermediate Grades EDUC 3385: Culturally Responsive Tchg EDUC 3379: Instruction & Assessment EDUC 3340: Instructional Tech EDUC 3343: Tchg Students w/ LD RELS/PHIL 33XX Apply to Clinical Teaching (Sept)	Spring 2021 (12) EDUC 4905: Clinical Teaching EDUC 4305: Clinical Teaching Seminar	GRADUATION: May 2021
Pending Substitutions:		Submitted <input type="checkbox"/> Approved <input type="checkbox"/>
Teacher Education Program Acceptance: _____ Clinical Teaching Cohort Acceptance: _____		
	Date Passed:	
	Content Practice Test _____ TExES Content Test _____ PPR Practice Test _____ TExES PPR Test _____	

TEA ID: _____

Planning Guide

Degree Sequence

2015-2017 Catalog

Bachelor of Science: Chemistry
School of Mathematics, Science and Engineering

Freshman Year: Fall	Hrs.	Freshman Year: Spring	Hrs.
CHEM 1301: Chemical Principles I	3	CHEM 1302: Chemical Principles II	3
CHEM 1101: Chemical Principles I Lab	1	CHEM 1102: Chemical Principles II Lab	1
BIOL 1402: Unity of Life and Lab	4	ENGL 1312: Composition II	3
DWHP 1200: Dimension of Wellness	2	MATH 1311: Pre-Calculus	3
ENGL 1311: Composition I	3	PEHP 11XX	1
HIST 13XX	3	Elective	3
Total hours	16	Total hours	14
Sophomore Year: Fall		Sophomore Year: Spring	
CHEM 2311: Organic Chemistry I	3	CHEM 2312: Organic Chemistry II	3
CHEM 2111: Organic Chemistry I Lab	1	CHEM 2112: Organic Chemistry II Lab	1
MATH 2312: Calculus I	3	MATH 2313: Calculus II	3
ENGL 2310: World Literature Studies	3	RELS 13XX	3
PHIL 1381: Introduction to Philosophy	3	Modern Language II	3
Modern Language I	3	Fine Arts	3
Total hours	16	Total hours	16
Junior Year: Fall		Junior Year: Spring	
CHEM 3321: Quantitative Analysis	3	CHEM 3342: Coordination and Solid State Chemistry	3
CHEM 3221: Quantitative Analysis Lab	2	CHEM 3142: Experimental Methods of Inorganic Chemistry	1
CHEM 3341: Inorganic Chemistry	3	Elective	3
CHEM 3160: Introduction to Chemistry Research & Careers	1	Social Science	3
PHYS 2305: Physics I	3	CHEM 4260: Advanced Chemistry Research	2
PHYS 2105: Physics I Lab	1	PHYS 2306: Physics II	3
RELS/PHIL 33XX	3	PHYS 2106: Physics II Lab	1
Total hours	16	Total hours	16
Senior Year: Fall		Senior Year: Spring	
CHEM 4431: Physical Chemistry: Thermodynamics	4	Chemistry Elective (upper division) (3 or 4 hours)	3
CHEM 4231: Physical Chemistry: Thermodynamics Lab	2	CHEM 4322: Instrumental Analysis	3
CHEM 4351: Biochemistry I	3	CHEM 4222: Instrumental Analysis Lab	2
CHEM 4251: Biochemistry I Lab	2	CHEM 4332: Physical Chemistry: Quantum Mechanics	3
Elective (upper division)	3	CHEM 4132: Physical Chemistry: Quantum Mechanics Lab	1
Total hours	14	Total hours	12
UIW Core - Total Hour		43	
Major - Total Hours		58	

ADDITIONAL RESOURCES

- [Business Office](#)
- [Campus Engagement](#)
- [Ettling Center For Civic Leadership](#)
- [Financial Aid](#)
- [UIW Directory](#)
- [International Student and Scholar Services](#)
- [Mission and Ministry](#)
- [Registrar's Office](#)
- [Study Abroad](#)
- [Career Services](#)
- [Counseling Services](#)
- [Student Disability Services](#)
- [Math Tutoring Lab](#)
- [Tutoring Services](#)
- [Testing Services](#)
- [Veteran Affairs](#)
- [Writing and Learning Center](#)



Check your emails!

Form study groups.

Don't wait until the last minute.

Check in with your advisors every semester.

Take breaks, eat right and stay hydrated!

Ask questions.

Go to the tutoring lab.

Know your degree plan well.

Manage your time.

Talk to your professors often.

Get involved!

Bookmark the Academic Calendar.



**WHAT'S
NEXT?**

UNDERSTANDING YOUR FALL SCHEDULE



Created by the university advisors for your program



Registered based on Questionnaire responses

According to program recommendations
Practice/Time constraints
AP/IB/Dual Credit



MATH class is based on test scores (ACT, Accuplacer, SAT or TSI)



REVIEW OF SCHEDULE

[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

Look up a Schedule Active Registrations

Term:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
International Economics	ECON 4310, 01	3	40455	Lecture	Normal	Undergraduate	Full Term	None	04/15/2020	Registered	**Web Re...
Introduction to Psychology	PSYC 1301, 10	3	56409	Lecture	Normal	Undergraduate	Full Term	None	04/15/2020	Registered	**Web Re...
Jesus: Incarnate Word	RELS 3327, 01	3	53593	Lecture	Normal	Undergraduate	Full Term	None	04/15/2020	Registered	**Web Re...
Seminar Spt Organ & Publ...	SMHP 3303, 01	3	56806	Lecture	Normal	Undergraduate	Full Term	None	04/15/2020	Registered	**Web Re...

Schedule Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm			✓ International Economics		✓ International Economics		
1pm		✓ Introduction to Psychology	✓ Seminar Spt Organ & Public Mkt	✓ Introduction to Psychology	✓ Seminar Spt Organ & Public Mkt		
2pm							

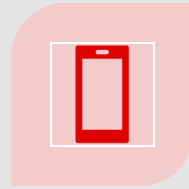
[How to check your schedule](#)



REVIEW YOUR SCHEDULE
NOW AND A FEW DAYS
BEFORE CLASSES START.



MAKE SURE YOU CAN
LOG ON TO CARDINAL
APPS.



MAKE SURE YOUR
CONTACT INFORMATION
IS CORRECT.



CHECK YOUR **UIW**
EMAILS EVERYDAY!



REVIEW THE ACADEMIC
CALENDAR ON THE UIW
WEBSITE.



ADVISOR FOLLOW UP
EMAIL

ONE LAST *WORD*

On behalf of all the Advisors,

WELCOME TO UIW[®]

