



# University Advising Center

## 2020-2021 Advising Syllabus

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**Office Location:** Student Engagement Center, Room 3120

**Office Hours:** Monday – Friday, 8 a.m. – 5 p.m.

**Office Phone:** (210) 805-5814

**Email:** [advising@uiwtx.edu](mailto:advising@uiwtx.edu)

**Website:** [www.uiw.edu/advising](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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**STUDENT-ADVISOR PARTNERSHIP**

Both students and advisors have clear responsibilities for ensuring the advising partnership is successful.

**EXPECTATIONS OF STUDENTS**

- Accept responsibility for your decisions and actions.
- Proactively make regular contact with your advisor each semester.
- Keep a personal record of your academic progress.
- Become knowledgeable of UIW curriculum, graduation requirements, policies and procedures.
- Be aware of important deadlines/dates each semester.
- Be honest, open and be willing to share any struggles that are affecting your academic progress.
- Be willing to accept the help we can offer when necessary.
- Check your Cardinal Mail regularly.

**EXPECTATIONS OF ACADEMIC COUNSELORS**

- Be accessible for meeting with advisees via office hours for advising, telephone or email.
- Understand and effectively communicate UIW curriculum, graduation requirements and policies and procedures.
- Refer you to appropriate resources/services.
- Maintain confidentiality.
- Listen carefully to your questions, comments and concerns.
- Guide you in making course and major decisions.

**STUDENT LEARNING OUTCOMES**

Through the advising experience, students will:

- select their major based on their interests, abilities and career goals.

- demonstrate knowledge of degree requirements and the ability to select courses each semester to progress towards fulfillment of their educational plans in a timely manner.
- develop an understanding of UIW academic policies and procedures and how these policies and procedures impact their educational progress.
- effectively utilize technology resources to assist in educational planning and course registration.
- be able to identify and effectively use campus resources and services that can be used to assist them in achieving their academic, personal and career goals.
- understand the importance of co-curricular programs for supporting and promoting their educational and life goals.

## RESOURCES

There are a number of resources and services available on campus to aid you in your academic success. For additional information, visit the University Advising Center's website at [www.uiw.edu/advising/student-resources.html](http://www.uiw.edu/advising/student-resources.html).

## 2020-2021 ADVISING CALENDAR

<p><b><u>Summer 2020</u></b>  <b>New Students:</b> Attend an orientation session and review your degree checklist and class schedule with an advisor. Be sure official transcripts are sent to UIW.</p> <p><b>Returning Students:</b> Be sure official transcripts are sent to UIW if you attended summer school anywhere else.</p>	<p><b><u>August 2020</u></b>  <b>All Students:</b> Be sure to purchase your course materials for your classes and check your cardinal mail daily.</p> <ul style="list-style-type: none"> <li>• <b>Monday, Aug. 24:</b> Fall 2020 undergraduate classes begin</li> <li>• <b>Monday, Aug. 24:</b> Late Registration – a \$50 fee charged for Fall 2020</li> <li>• <b>Friday, Aug. 28:</b> Last day to apply for December 2020 graduation without a \$150 late fee</li> </ul>
<p><b><u>September 2020</u></b>  <b>All Students:</b> Be aware of drop dates and other deadlines.</p> <p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Fall Students:</b> You should receive your advisor assignment by the third week in September. Be sure to introduce yourself and let them know how your classes are going.</p> <ul style="list-style-type: none"> <li>• <b>Tuesday, Sept. 1:</b> Last day to register, add, drop or withdraw 100% for Fall 2020</li> </ul>	<p><b><u>October-November-December 2020</u></b></p> <p><b>All Students:</b> Meet with your advisor to plan for the spring semester. Be sure that there are no holds on your account that would prohibit you from registration.</p> <ul style="list-style-type: none"> <li>• <b>Thursday, Oct. 1:</b> Last day to apply for May 2021 graduation without a late fee</li> <li>• <b>Monday, Oct. 12:</b> Early Alert grades available in BannerWeb for 0000-2000 level courses.</li> <li>• <b>October:</b> Advising Period Spring 2021 TBA</li> <li>• <b>Nov. 9-13:</b> Registration for Spring 2020</li> <li>• <b>Friday, Dec. 4:</b> Last day to drop a class with a W or Withdraw for Fall 2020</li> <li>• <b>Dec. 5-11:</b> Finals Week</li> </ul> <p><b>Check your final grades to ensure you do not need to adjust your Spring 2021 schedule.</b></p>
<p><b><u>January 2021</u></b>  <b>All Students:</b> Contact your advisor if you have questions or concerns about your fall semester</p>	<p><b><u>February 2021</u></b>  <b>All Students:</b> Be aware of drop dates and other deadlines.</p>

<p>grades or if you need to change your class schedule.</p> <ul style="list-style-type: none"> <li>• <b>Monday, Jan. 11:</b> Spring 2021 classes begin</li> <li>• <b>Monday, Jan. 11:</b> Late Registration – a \$50 fee charged for Spring 2021</li> <li>• <b>Friday, Jan. 15:</b> Last day to apply for May 2021 graduation without a \$150 administrative late fee</li> <li>• <b>Tuesday, Jan. 19:</b> Last day to register, add, drop or withdraw 100% for Spring 2021</li> </ul>	<p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Spring Students:</b> You should receive your advisor assignment by the third week in February. Be sure to introduce yourself and let them know how your classes are going.</p>
<p><b><u>March-April 2021</u></b></p> <p><b>All Students:</b> Meet with your advisor to plan for your summer/fall semester(s). Be sure that there are no holds on your account that would prohibit registration.</p> <ul style="list-style-type: none"> <li>• <b>Monday, March 1:</b> Early Alert grades available in BannerWeb for 0000-2000 level course.</li> <li>• <b>Monday, March 1:</b> Last day to apply to August 2021 graduation without a \$75 late fee</li> <li>• <b>March:</b> Advising Period Fall 2021- TBA</li> <li>• <b>April 12-16:</b> Registration for Summer/Fall 2021</li> </ul>	<p><b><u>May 2021</u></b></p> <p><b>All Students:</b> If you plan on taking summer classes somewhere other than UIW, be sure to submit a request to study at another institution form to the registrar's office.</p> <ul style="list-style-type: none"> <li>• <b>Friday, April 30:</b> Last day to drop a class with a W or withdraw for Spring 2021</li> <li>• <b>Saturday, May 1:</b> Last day to apply to December 2021 graduation without a late fee</li> <li>• <b>May 3-7:</b> Finals Week</li> </ul> <p><b>Check your final grades to ensure you do not need to adjust your Summer 2021 and/or Fall 2021 schedule(s).</b></p>

## FOUR YEAR ADVISING GUIDE

The following guide will assist you as you advance through your degree. Keep in mind you will have to make decisions about your goals and objectives. Your advisor will not make these decisions for you but will provide you with the most accurate information available and will work with you to create a realistic plan to accomplish your educational and career goals.

### FRESHMAN YEAR (0-29 credit hours)

- Explore values, skills, and interests related to academic and career goals.
- Begin developing effective time management skills and work on improving or learning effective study habits skills.
- Get to know your academic/professional advisor.
- Familiarize yourself with degree requirements, responsibilities and university policies. Refer to the degree sequence for your major, undergraduate bulletin and student handbook for specific details.
- Use multiple resources to maximize your undergraduate experience (advisor, student orgs, tutoring, study groups, etc.).
- Visit **Career Services** to check out available career resources, assistance with work-study positions and help identifying potential majors. Begin to develop a resume and have it reviewed.
- Get involved in student organizations, campus activities and community events that you find interesting and that are related to your career goals.
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps> givePulse-Community Service.**

### SOPHOMORE YEAR (30-59 credit hours)

- If you still have not chosen a major, visit Career Services to take a career assessment.

- Continue to build your resume.
- Continue to follow your four year degree sequence.
- Seek internships, research, study abroad and/or co-op opportunities.
- Stay involved!
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps [givePulse-Community Service](#)**.

### **JUNIOR YEAR (60-89 credit hours)**

- Get involved in undergraduate research, internships or co-op.
- Keep updating your resume.
- Attend the annual Career Fair. (Many employers are seeking interns and part-time employees.)
- Research career options and graduate programs.
- Continue to follow your four year degree sequence.
- Complete your **remaining 15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps [givePulse-Community Service](#)**.

### **SENIOR YEAR (90+ hours)**

- Apply for graduation.
- Finalize career/postgraduate plans.
- Request letters of recommendation from faculty/other professionals that you have built rapport with allowing ample time for completion.
- Take graduate exams, if needed. (i.e., LSAT, GRE, GMAT, MCAT)
- Utilize Career Services to improve interview skills, resume techniques and continue job searching.
- Apply for graduate/professional school.
- Submit resumes and begin interviewing.



# University Advising Center

Student Engagement Center, Suite 3120  
(210) 805-5814, [www.uiw.edu/advising](http://www.uiw.edu/advising)

## Student Checklist

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**Welcome to the University of the Incarnate Word!** To help ensure a successful, seamless transition to UIW, we have prepared this checklist. Have a great semester!

### BEFORE CLASSES BEGIN:

**ACADEMIC ADVISING** Review your degree checklist and learn about degree requirements. Make sure to address any academic questions or concerns you have with an academic counselor.

**REGISTRATION:** Register during your designated orientation/advising session. A copy of your official class schedule will be provided during the session. Once registered, if you need assistance with changes to your class schedule or have any questions, contact the University Advising Center.

### Important Summer/Fall 2020 Registration Deadline Date:

- The last day to Add/Drop or Withdrawal 100% for **Maymester is May 11, 2020.**
- The last day to Add/Drop or Withdrawal 100% for **Summer I and Extended Summer is June 5, 2020.**
- The last day to Add/Drop or Withdrawal 100% for **Summer II is July 10, 2020.**
- The last day to Add/Drop or Withdrawal 100% for **Fall is September 1, 2020.**

**FINANCIAL AID** Submit your 2020-21 FAFSA and Student Information Form (SIF). Review your financial aid award letter for additional steps and/or requirements. Learn about grants, scholarships, loans and work-study opportunities. Speak with a financial aid representative to address any questions or concerns you may have.

**BUSINESS OFFICE** Log onto Cardinal Apps to access the e-Payment center where you can obtain a copy of your invoice or set up a payment plan and register your vehicle through BossCars Vehicle (if you will be parking in a designated UIW parking lot). If you have health insurance coverage, submit your health insurance waiver on the business office website. Speak with a business office representative to ensure your account stays clear of any financial holds.

**CENTER FOR VETERANS AFFAIRS** If you will be using veteran affairs educational benefits be sure to apply for your VA education benefits, meet with the veteran's affair coordinator to ensure all necessary documentation has been received and submit the Enrollment Certification Request Form once you have registered for classes (**you must submit this form every semester that you want your registration to be certified**).

**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. Instructions have been provided in your packet.

**HOUSING** If you plan to live on campus you must complete a housing application and deposit.

**PHOTO ID** Obtain your student ID. You will need to bring your driver's license or state identification card and a copy of your class schedule.

**TRANSCRIPTS:** All official transcripts must be received by the Office of Admissions before classes begin on Monday, August 24, 2020. An **unofficial transcript statement has been provided in your graduation portfolio if you are missing any official transcripts**, an academic counselor will review this form with you.

**IT HELPDESK** Visit the IT Help Desk for assistance with accessing your UIW Cardinal Mail account, access to UIW Wi-Fi and learn more about the technology resources that are available to you as a UIW student.

**CARDINAL MAIL:** You are automatically assigned a student email account. This email account is used for all official UIW communication. **Be sure to check your Cardinal Mail daily** for timely information about campus-wide news, events, opportunities and important notices from your faculty and administrative offices.

**UIW Cardinal Apps** Provides single sign-on access to most of the academic tech tools you will use at UIW (e.g., CardinalMail, Blackboard, Bannerweb, etc.). The site also provides easy access to student account and course information. Your sign-on is the same as your CardinalMail account. You can access Cardinal Apps by visiting [apps.uiw.edu](http://apps.uiw.edu).

**BOOKSTORE** Visit the [bookstore's website](#) to purchase textbooks and other course materials. Be sure to have your class schedule available when searching.

**TITLE IX & SEXUAL MISCONDUCT COURSE:** Check your UIW email for instructions on how to log in and complete the online course. **It is very important that you complete it by the designated deadline.**

## **AFTER CLASSES BEGIN:**

**ADVISOR ASSIGNMENTS:** Three weeks after school begins, you will receive an email notification of your advisor assignment. This notice will only be sent to your UIW Cardinal email account.

**STUDENT RESOURCES:** Be sure to utilize resources available to help you with your academic success. Please refer to the student resources flyer provided in your graduation portfolio.

# STUDENT RESOURCES

- Resources & services available on campus to aid you in your academic success -

**Advising Center**  
SEC 3120  
(210) 805-5814  
[www.uiw.edu/  
advising](http://www.uiw.edu/advising)

**Business Office**  
AD 190  
(210) 829-6043  
[www.uiw.edu/  
busoff](http://www.uiw.edu/busoff)

**Campus  
Engagement**  
SEC 3150  
(210) 829-6034  
[www.uiw.edu/  
campuslife](http://www.uiw.edu/campuslife)

**Career Services**  
SEC 3030  
(210) 829-3931  
[www.uiw.edu/  
career](http://www.uiw.edu/career)

**Center for  
Veteran's Affairs**  
SEC 3021  
(210) 832-2154  
[www.veterans.  
uiw.edu](http://www.veterans.uiw.edu)

**Counseling Services**  
AD 438  
(210) 832-5656  
[www.uiw.edu/campus  
life/counseling](http://www.uiw.edu/campus<br/>life/counseling)

**Disability Services**  
AD Suite 51  
(210) 829-3997  
[www.uiw.edu/sds](http://www.uiw.edu/sds)

**Ettling Center for  
Civic Leadership**  
AD Room 158  
(210) 283-6423  
[www.uiw.edu/ccl](http://www.uiw.edu/ccl)

**Financial Aid**  
Chapel Building  
Lower Level  
(210) 829-6008  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

**First Year  
Engagement**  
SEC 3120  
(210) 805-3006  
[www.uiw.edu/firstyear](http://www.uiw.edu/firstyear)

**Health Services**  
Ground Level Agnese/  
Sosa Parking Garage  
(210) 829-6017  
[www.uiw.edu/health](http://www.uiw.edu/health)

**Help Desk/Media  
Center Lab**  
SEC Basement  
(210) 829-2721  
[helpdesk@uiwtx.edu](mailto:helpdesk@uiwtx.edu)

**J.E. and L.E.  
Mabee Library**  
(210) 829-6010  
[www.uiw.edu/  
library](http://www.uiw.edu/library)

**Math Tutoring Lab**  
Bonilla Science Hall  
Room 336  
(210) 841-7254

**Mission & Ministry**  
AD Bldg.  
Room 147  
[www.uiw.edu/  
ministry](http://www.uiw.edu/ministry)

**Registrar's Office**  
AD Bldg. Room 129  
(210) 829-6006  
[www.uiw.edu/  
registrar](http://www.uiw.edu/registrar)

**Study Abroad**  
Grossman ICC  
Room F111  
(210) 805-5709  
[www.uiw.edu/  
studyabroad](http://www.uiw.edu/studyabroad)

**Testing Services**  
AD 216  
(210) 829-3876  
[www.uiw.edu/  
testingservices](http://www.uiw.edu/testingservices)

**Tutoring Services**  
SEC 3167  
(210) 829-3870  
[www.uiw.edu/  
tutoringservices](http://www.uiw.edu/tutoringservices)

**Writing &  
Learning Center**  
SEC 3870  
(210) 829-3870  
[www.uiw.edu/wlc](http://www.uiw.edu/wlc)