


Advising at UIS

Office of Undergraduate Education
Fall 2006



Why Advising is Important

- Advising can play a central role in the undergraduate experience
 - Done well it aids a student's path to degree, integrates a student's coursework with the UIS mission, and prepares the student for life beyond college
 - Done poorly it slows a student's progress to degree, affects the coherence of the student's education, and alienates the student from the university
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Structure of Advising at UIS

- The Undergraduate Advising Center serves
 - Freshmen
 - Undeclared students
 - Students moving from CAP Honors to the general population
 - Faculty advisors needs assistance or advice regarding graduation requirements
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Structure of Advising

- Faculty Advisors serve
 - Undergraduate students and graduate students in academic programs and students interested in joining those academic programs
 - Students who need mentoring in a specific career path or mentoring for graduate school
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Working Together for Student Success!

- Advising Center staff and faculty advisors should be knowledgeable about university requirements (general education and the Engaged Citizenship Common Experience)
 - Advising Center staff meet with programs to discuss advising guides and relationship
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Expectations for Advisors

Advisors should be

- ❑ Available to meet with students
 - ❑ Knowledgeable about graduation requirements
 - ❑ Able to motivate students regarding the importance of requirements and the value of a UIS education
 - ❑ Interested in students' welfare beyond classes
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Expectations for Students

- • Seek out their advisors, having reviewed their academic progress to date and at registration, time course options;
 - • Monitor their fulfillment of University and major program requirements;
 - • Explore and engage intellectually in the selection of coursework
 - • Meet deadlines;
 - • Use campus resources and follow-up on referrals.
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FERPA and Advising

- UIS uses the Family Educational Rights and Privacy Act in formulating its policies with regard to student records
 - To review the UIS policy, please go to the Records and Registration website:<http://www.uis.edu/registration/records/studentRecordPolicy.html>
 - For questions regarding FERPA, contact Brian Clevenger, Registrar (206-6178), UHB1080
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FERPA and Advising

- Note distinctions between “public or directory information” and “student records”
 - Directory information is available to the public unless a student formally requests that information be withheld
 - Student records are not available to the public and should be protected, although in emergency situations, information may be released
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FERPA and Advising

- ❑ Advisors in the Advising Center and in academic programs have a “legitimate educational interest” and need to know regarding student records.
 - ❑ Information may be shared between the Advising Center, program advisors, and the offices of Undergraduate and Graduate Education.
 - ❑ Parents or family members requesting information regarding student records should be directed to the Registrar.
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Academic Calendar

- Academic calendars are available on the Academic Affairs web site:

<http://www.uis.edu/academicaffairs/Academic%20Calendar/archive.htm>

- Registration
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Contact Us

- Dr. Karen Moranski
Interim Associate Vice Chancellor for Undergraduate Education
Office of Undergraduate Education
Public Affairs Center 520 and 521
206-7413 or 206-7440
 - Dr. Lynn Pardie
Associate Vice Chancellor for Graduate Education and Research
Public Affairs Center 527
206-7230
 - Undergraduate Advising Center
Brookens Library 412
206-7471
(Advisors: Quiana Boateng, Carmalita Kemayo, Mae Noll)
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