

UGA Academic Advising Syllabus

Advisor	<p>Advising Objective</p> <p>Professional academic advisors help undergraduate students understand the options and opportunities for academic programs of study, degree requirements, academic resources, and course selection. Academic advisors engage students in meaningful relationships designed to support and encourage a challenging and successful undergraduate education.</p> <p>Resources</p> <ul style="list-style-type: none"> • UGA Bulletin (bulletin.uga.edu): All major/minor/certificate requirements, course descriptions, and UGA policies • Degreeworks (degreeworks.uga.edu): Individualized degree plan and progress checker (degree audit) • Athena (Athena.uga.edu): Register for courses, access student records, declare majors/minors/certificates, request transcripts • SAGE (sage.uga.edu): Identify and contact your advisor, schedule advising and tutoring appointments
Office Hours	
Website	

What you will learn during your advising appointments:

- How to access and interpret UGA policies and procedures
- Degree requirements and how to get the most out of your degree program
- How to use technological resources to enhance your understanding of requirements and policies
- The plethora of opportunities and resources available to you as a UGA student
- How your strengths align with your goals, and how to explore programs that will enhance both
- The value of developing a mutually respectful and trusting relationship with your advisor
- How to make the best use of this relationship by communicating openly with your advisor

Important Dates (general, for semester specific dates see the Academic Calendar)

Date	Event	Action
Fall: August Spring: January	Classes start, drop/add week	Visit advising office walk-ins if you have questions about your schedule.
Fall: September Spring: February	Advising Starts	Look for an email from your advisor and make your appointment early!
Fall: Late October Spring: Late March	Withdrawal Deadline	Talk to your professor and/or advisor before withdrawing from any courses.
Fall: Early November Spring: Early April	Early Registration	If you have early registration, be sure you are advised by this date.
Fall: Mid November Spring: April	Standard Registration (priority by credit hours)	If you have not been advised by your registration date, you cannot register.

Student and Advisor Responsibilities

Student Responsibilities	Advisor Responsibilities
Schedule your advising appointment on SAGE. (Appointments fill quickly, do not wait until the last minute!)	Put out sufficient appointments in SAGE. Email reminders to students to make an appointment.
<i>Before Advising Appointment</i>	
<ul style="list-style-type: none"> • Consider any major/minor/certificate changes • Review your Degreeworks audit • Visualize your schedule • Review upcoming course offerings • Think about summer plans • Make a list of questions for your advisor 	<ul style="list-style-type: none"> • Be familiar with majors/minors/certificates offered at UGA • Review student's Degreeworks audit • Plan schedule options • Review upcoming course offerings • Consider possible summer opportunities for individual students • Make a list of questions for your student
<i>During Advising Appointment</i>	
<ul style="list-style-type: none"> • Show up on time • Ask questions • Answer questions thoughtfully and honestly • Inform your advisor of anything affecting your experience at UGA 	<ul style="list-style-type: none"> • Show up on time for advising appointment • Ask questions • Answer questions completely, research answers if needed • Provide resources to help or enhance student's experience at UGA
<i>After Advising Appointment</i>	
<ul style="list-style-type: none"> • Set goals for upcoming semester • Follow up with your advisor through walk-in hours and email when you have additional questions or if your plans change • Consult with your advisor if you have questions after grades are posted 	<ul style="list-style-type: none"> • Clear advising hold • Take notes in SAGE on advising appointment • Offer walk-in hours and answer emails in a timely manner
<i>Before Registration</i>	
<ul style="list-style-type: none"> • Clear all holds in Athena so you are able to register for classes • Consult with your advisor if straying from the plan the two of you made 	<ul style="list-style-type: none"> • Put aside extra time for emails and walk-ins during registration (if possible)