Academic Advising Syllabus  
Faculty of Management

**What is Advising?**

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).

**Advising Mission Statement:**

The advising team seeks to empower students to be self-directed in their educational pursuits, take responsibility for their own education, and promote active and lifelong learning. The advising team assists students in understanding their academic requirements, educational opportunities, and university policies and procedures.

**Contact Information:**

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|  | **Lethbridge Campus** | **Calgary Campus** | **Edmonton Campus** |
| **Phone:** | 403.329.2153 | 403.571.3360 (office) | 780.424.0425 |
| **Email:** | undergrad.management@uleth.ca | calgary.campus@uleth.ca | edmonton.campus@uleth.ca |
| **Office:** | M2060  Markin Hall, second floor  4401 University Drive  Lethbridge, AB T1K 3M4 | 6th Floor, 345 - 6th Avenue SE  Calgary, AB T2G 4V1 | Alumni House  7128 Ada Boulevard  Edmonton AB T5B 4E4 |
| **Your Advisors:** | Ute Perkovic (last names A – F)  Amanda Heerschap (last names G - M)  Lynette LaCroix (last names N - R )  Andrea Spackman (last names S-Z) | Kristin Galicia (last names A-K)  403.571.3360 ext. 4686  Sydney McNally (last names L-Z)  403.571.3360 ext. 4674 | Lindsey Duban (A-H)  780-424-0425 ext 2  Nicole McDonald (I-Z)  780.424.0425 ext 5 |
| **Advising Hours:** | *Drop-in advising hours*  Mon to Fri, 9 - 1130 am  Mon to Thurs, 1 - 330 pm  No advising Friday afternoons | *Drop-in advising hours*  Mon – Fri, 230 - 530 pm | **September through April:**  *Appointments*  Mon – Fri, 1030 am – 530 pm  *Drop-in advising*  Mon – Wed, 4 –530 pm  **May through August:**  *Appointments*  Mon – Thurs, 1030 am – 530 pm  Friday 930 am – 430 pm  *Drop-in advising*  Mon – Wed, 4 – 5 pm |

**Academic Advising Responsibilities:**

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| **What we can do for you** | **What we expect from you** |
| Answer any questions or concerns you may have regarding your studies at the University of Lethbridge and the Faculty of Management and help you find support and information relating to your studies and career goals.  Help you explore areas of study and choose appropriate courses for your program, referring you to resources and opportunities to help you succeed or enhance your degree.  Help you understand university policies and program requirements and lay out options for you to help you complete your degree.  Provide you with a personalized degree audit report or program planning guide and other facts about your program so you can keep track of your progress.  Respect your opinions and concerns and give honest feedback to assist you in making decisions and solving academic related issues.  Keep accurate records of all interaction with you and on your behalf.  Maintain confidentiality of your advising visit and your student record according to provincial legislation.  Be available to assist you through drop-in one-on-one sessions with an Advisor, through email, or through telephone. | Contact an advisor before you start your studies and then at least once during the academic year.  Contact an advisor and/or appropriate resources if you have academic or personal challenges and know whether you are on Academic Probation.  Come prepared for your advising meeting:   * Write your questions down. * Review your last degree audit report or Program Planning Guide. * Bring along any documents that might be needed   Ask for clarification if you don’t understand something.  Be an active participant in the academic advising experience and take ownership for your course selections, academic decisions, and completion of graduation requirements   * know which Calendar Year you are completing your degree under, * know the Program Planning Guide you should be following, * check the **current** timetable or course descriptions for a course’s pre-requisite and/or co-requisite requirements before you register for a course. If you don’t have the pre-req, take that first! * Know about important dates and deadlines   Read the relevant sections of the academic calendar, e.g. admissions, academic regulations, Faculty of Management.  Check your @uleth.ca email regularly for important university communications.  Update your contact information on the U of L Bridge if you move(d). |

**Student Learning Outcomes:**

Through active participation in the advising process, students can be expected to:

* Know the key terminology needed to understand university policies and regulations.
* Read and interpret their own degree audit report or program planning guide.
* Select and register for appropriate courses to fulfill their program requirements.
* Explore different career options by choosing electives carefully and by participating in programs that will enhance their degree.
* Evaluate their own GPA against the academic standards of the Faculty of Management.
* Articulate the value of liberal education.
* Define and articulate their academic and career goals, after reflecting on their values, interests, strengths, and challenges.

**Resources**

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| University of Lethbridge | [www.uleth.ca](http://www.uleth.ca) |
| Faculty of Management | [www.uleth.ca/management](http://www.uleth.ca/management) |
| * Calgary Campus | <http://www.uleth.ca/calgary/> |
| * Edmonton Campus | <http://www.uleth.ca/edmonton/> |
| * Exchange Opportunities | <http://www.uleth.ca/management/study-abroad> |
| * Co-op Work Experience Program | <http://www.uleth.ca/management/co-op> |
| * Management Professional Development Program | <http://www.uleth.ca/management/studentPD> |
| * Management Current Student FAQ | <http://www.uleth.ca/management/faq-current-students> |
| Registrar’s Office (admission, registration, deadlines) | <http://www.uleth.ca/ross> |
| * Services (Career & Employment, Counselling, Disabilities, International Centre, Native Student Advising, Scholarships & Student Finance, Writing) | <http://www.uleth.ca/ross/services> |
| * **Registration Information** (Dates and Deadlines, How to Register, Class Schedules/Timetables , Things you should know) | <http://www.uleth.ca/ross/registration-information> |
| * Academic Calendar | <https://www.uleth.ca/ross/academic-calendar/2014-15> |
| * Academic Standards | <http://www.uleth.ca/ross/sites/ross/files/imported/academic-calendar/2014-15/cal_doc.pdf> (pg. 220) |
| * Grading (includes calculating Grade Point Average) | <https://www.uleth.ca/ross/sites/ross/files/imported/academic-calendar/2014-15/cal_doc.pdf> (pgs. 70-71) |
| * What Can I Do With a Major in …? | <http://www.uleth.ca/ross/ces/what-can-i-do-major> |
| * Program Planning Guides | <http://www.uleth.ca/ross/ppgs> (select *your* calendar year – if you are unsure, ask an advisor) |
| * Course descriptions | <http://www.uleth.ca/ross/courses> (select the most current calendar year to view course pre- & co-requisites) |
| * Course Schedules / Timetables | <https://www.uleth.ca/ross/timetable> |
| * GLER lists | <http://www.uleth.ca/ross/sites/ross/files/imported/academic-calendar/2014-15/cal_doc.pdf> (pgs. 89 - 91) |
| Alberta Transfer Guide | <http://alis.alberta.ca/ps/ep/aas/ta/admissions.html> |
| Student Success Centre (Learning Strategist, Tutoring, Study Skills) | 403.394.3964, room AH 148, [learning.strategist@uleth.ca](mailto:learning.strategist@uleth.ca) |

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