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 (office) | 403.571.3360 (office) | 780.424.0425 (office) |
| **Email:** | undergrad.management@uleth.ca | calgary.campus@uleth.ca | edmonton.campus@uleth.ca |
| **Web:** | www.uleth.ca/management | www.uleth.ca/calgary | www.uleth.ca/edmonton |
| **Office:** | Room M2060, Markin Hall, 2nd floor4401 University DriveLethbridge, AB T1K 3M4 | 6th Floor, 345 - 6th Avenue SECalgary, AB T2G 4V1 | 3rd. Floor of Guild Hall7128 Ada BoulevardEdmonton AB T5B 4E4 |
| **Your Advisors:** | Ute Perkovic (last names A – F) Viviana Lartiga (last names G - L)Lynette LaCroix (last names M - R )Andrea Spackman (last names S-Z) | Kristin Galicia (last names A-K) 403.571.3360 ext. 4686Sydney McNally (last names L-Z) 403.571.3360 ext. 4674 | Lindsey Duban (A-H)  780-424-0425 ext 2Nicole McDonald (I-Z) 780.424.0425 ext 5 |
| **Advising Hours:** | *Drop-in advising hours*Mon to Fri, 9 - 1130 amMon to Thurs, 1 - 330 pmNo advising Friday afternoonsFor appointments or to email an advisor, see: <http://www.uleth.ca/management/student-advising> | *Drop-in advising hours* Mon – Fri, 230 - 530 pm | **September through April:***Appointments*Mon – Fri, 10:30 am – 5:30 pm*Drop-in advising* Tues – Thur, 2:30 –5:30 pm**May through August:***Appointments*Mon - Thur, 10:30 am – 5;30 pmFriday 9:30 am – 4:30 pm*Drop-in advising* Tues – Thur , 2:30 – 5:30 pm |

**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.

**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 or individual appointments with an Advisor, through email, or through telephone. | 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,
* use your Program Planning Guide
* check the **current** timetable or course descriptions for a course’s pre-requisite and/or co-requisite requirements so you know what courses may be taken at the same time or are required before you register for a course. If you don’t have the pre-req, take that first!
* Know about important dates and deadlines

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.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). |

**Resources:**

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| Enhance your Management degree! | [www.uleth.ca/management](http://www.uleth.ca/management) - click on Experiential Learning tab at the bottom  |
| Registrar’s Office  | <http://www.uleth.ca/ross> |
| Services for Students | <http://www.uleth.ca/ross/services> |
| Registration Information  | <http://www.uleth.ca/ross/registration-information> |
| Academic Calendar | https://www.uleth.ca/ross/academic-calendar/2015-16 |
| Student Success Centre (Learning Strategist, Tutoring, Study Skills) | 403.394.3964, room AH 148, learning.strategist@uleth.ca  |

Updated 28 April 2016

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