



Academic Advising Preparatory Worksheet University of Oregon Spring 2017

Welcome to advising at UO! We ask you to complete this before you meet with your Academic Advisor so that we can best maximize our meeting time. Much of the information you need to complete this worksheet can be found in the Student Menu in duckweb.uoregon.edu.

My Name: _____

My UO ID: 95_____

Introduc(k)tory Questions

For the first two questions, see duckweb.uoregon.edu → Student Menu → View General Student Information:

My declared major(s) are

(list “undeclared” if no major yet):

My degree program is currently: BA BS Other/Unknown (please check one)

My declared minor(s) are:

(Note: minors are suggested and not required)

My professional objective is:

I am interested in continuing in this major or area of study: Yes No (please check one)

If no, what areas or majors are you considering?

My favorite classes/subjects are:

The classes/subjects I excel in are:

The classes/subjects I need support in are:

What are your passions, goals and interests?

What do you want to accomplish in college?

Degree Guide Questions

For the next two questions, please consult your UO Degree Guide at duckweb.uoregon.edu -> Student Menu -> View Degree Guide:

Do you understand how to read your degree guide? If no, what areas would you like to clarify?

Questions

What questions do you have for your academic advisor? These may include questions about registration, long-term course planning, campus involvement opportunities, barriers to or opportunities for your success here, and/or career options. Do you have any non-academic concerns that could impact your degree progress (financial, health) you would like to discuss?

Preferred Classes for Next Term

Explore information online about courses in your desired major and general education requirements at <http://classes.uoregon.edu/>. List 8-10 courses you might like to take next term below. List both the course name and the requirement(s) it fulfills.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Final Steps!

Be sure to bring the following items to your advising appointment:

- This form completed and printed out!



First Year Student to the University of Oregon Advising Syllabus Spring 2017

Mission

As the University of Oregon community of advisors, we collaborate with students to help them achieve their personal goals, academic potential, and professional success. Our coordinated approach to advising strives to be student-centered, caring, holistic, inclusive, and culturally-aware.

Expectations

Your academic advisor will:

- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns
- Understand and effectively communicate UO degree requirements
- Assist and support you in making course and major decisions
- Make effective referrals that allow you to navigate the university successfully
- Encourage your sustained engagement in student and campus life to enhance the value of your college experience and develop your interpersonal and leadership abilities

Your academic advisor expects that you will:

- Come to appointments prepared with a completed Advising Preparatory Worksheet and a list of questions and/or topics to discuss
- Take notes during advising meetings and keep a record of your advising sessions
- Schedule an appointment with your advisor as needed in advance of your next term registration date and time (schedule appointments early!)
- Research programs, policies, procedures, and opportunities as appropriate
- Demonstrate understanding of student learning outcomes

Student Learning Outcomes

Successful academic advising will lead to the following student outcomes:

- Exploration – learning about majors, minors, departments, and programs of interest to you and to determine how they fit with your life and career goals
- On-time registration for appropriate classes using DuckWeb (<http://duckweb.uoregon.edu>); for registration priority refer to the registrar's website (<https://registrar.uoregon.edu/calendars/registration-priority-schedule>).
- Creation of a long-term academic plan for on-time graduation
- Identification of co-curricular activities/opportunities to apply your skills outside of the UO classroom (i.e., internships, study abroad, research, volunteer services, etc.)
- Involvement in off-campus, experiential learning (i.e., volunteer services and internships) to help you explore and clarify your career options.

Assignments

- Complete Advising Preparatory Worksheet (next sheet)
 - Due date: next advising appointment

How do I contact my academic advisor?

You may find contact information for advising specific to your major and/or co-curricular program (i.e. PathwayOregon) at <http://advising.uoregon.edu/content/campus-advisors>

But wait – what if I am no longer interested in a major in my declared department or college?
 Contact the Office of Academic Advising at (541) 346-3211 or stop by 364 Oregon Hall to make an advising appointment. An OAA advisor can best help you explore other majors on campus and find a new academic home. (Clark Honors College students may also contact advisors through the honors college.)

What options do I have to get involved at the University outside of coursework?
 There are an extraordinary amount of opportunities waiting for you. We encourage you to review opportunities listed on the website of your declared major(s), as well as on the UO’s Get Involved Page:
<http://getinvolved.uoregon.edu/>.

General Advising Schedule

When	What
Before term	<ul style="list-style-type: none"> Identify your goals for the term. Goals may include student engagement/ campus life, career, graduate and/or professional school pursuits
Week 1	<ul style="list-style-type: none"> If necessary, make any last-minute changes to your current term schedule; check academic deadlines on the Registrar’s web site for important dates related to adding and dropping Review class syllabi and add important dates to your planner or calendar
Weeks 2-4, and ongoing	<ul style="list-style-type: none"> Get to know your instructors, and visit them during their office hours throughout the term to discuss assignments, papers, and/or exams
Weeks 5-7	<ul style="list-style-type: none"> Prepare to register for next term. Consider making an advising appointment with major/minor department in preparation for priority registration Review, discuss current and projected final course grade with instructor and consider-deadlines to drop a class and/or change grade option (graded or P/NP) Look up your registration time on the Registrar’s web site (your specific time will be available in DuckWeb by the middle of week 7). Check DuckWeb for any holds you have and take action to clear them Update your degree guide in DuckWeb and review it (note you can choose or change your degree here and update your degree guide) Start using the class schedule and schedule planning tools when the schedule is released on Friday of week 5 (www.classes.uoregon.edu)
Weeks 8-9	<ul style="list-style-type: none"> Register for next term’s courses on DuckWeb
Week 10	<ul style="list-style-type: none"> Complete any projects due at the end of the term. Verify final exam dates/times and begin review for final exams. Fill out course evaluations on DuckWeb.
Finals Week	<ul style="list-style-type: none"> Good luck on your exams!
Before next term	<ul style="list-style-type: none"> Check your grades on DuckWeb and make changes to your schedule if needed Review your goals from the beginning of the term and identify your goals for next term. Are you still on the right track? Do you need to meet with an advisor to discuss, clarify, or reassess your goals?
SUMMER	<ul style="list-style-type: none"> Pursue internships, employment, travel, summer classes, reading, and volunteering to develop your interests and goals Complete online self-assessment at http://16personalities.com/