

First-Year Biology Syllabus

Advisor: Colleen Sullivan
Location: 102 Gilchrist Hall

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Materials: [University Catalog](#)
[Office of Academic Advising](#)

[Plan of Study Website](#)
[UNI Majors Website](#)

How to Make an Appointment with Your Advisor:

Phone: 319-273-3406 - a desk assistant will help you set up a time that works best for you. **We do not typically set up appointments via email.** I may occasionally send a link to a sign up to my calendar online via email. Be sure to check your UNI EMAIL regularly for these communications.

The Purpose of Academic Advising

The Office of Academic Advising engages students through transitions, connections, and resources.

Academic Advising Learning Outcomes

By working with your academic advisor during your first year at UNI, you will:

1. Learn the Liberal Arts Core, academic introductory courses and requirements.
2. Discover your strengths, skills, values, and abilities.
3. Understand your academic success, connect with campus resources, and support systems.
4. Engage with faculty, staff, and students. Participate in organizations, clubs, and activities in our inclusive community.
5. Explore career and professional resources to develop a personalized plan for your academic, career, and life goals.

Advisee and Advisor Responsibilities

Students will...

- Create and maintain an advising file to bring with you to any advising meeting or event
- Initiate and maintain regular contact with me including scheduling and attending advising appointments
- Come prepared to each meeting with questions or materials for discussion
- Be an active learner and participant in the advising experience...ask questions and see me if you have difficulties or something you do not understand.
- Discuss any problems affecting your academic performance
- Make use of referrals to campus resources
- Be open and willing to consider advice from faculty, advisors, and other mentors
- Attend all Academic Advising group meetings or sessions for your major
- Make decisions based on personal interests and ideas and take ownership for decisions

Advisors will...

- Teach Liberal Arts Core, degree requirements, and university policy and procedures
- Listen to your concerns and respect your individual values and choices
- Maintain confidentiality – adhere to the guidelines set by the Family Educational Rights and Privacy Act
- Empower and guide you in defining your academic, career, and personal goals and assist you in creating an educational plan that is consistent with those goals
- Encourage you to think critically, seek out resources, and take action steps
- Assist you in assessing your academic performance to determine if it is consistent with your plans
- Match your needs with resources; make appropriate referrals when necessary
- Be accessible for advising meetings (in groups or individually), telephone, or e-mail and provide follow up as necessary

Fall 2019 – IMPORTANT DATES

AUGUST

___ Walk-In Advising (8:15 -4:00)	August 26 th 30 th	102 Gilchrist
___ Last Day to Add a Full Semester Class without Permission	August 30 th	

SEPTEMBER

___ First Individual Appointment	Month of September	102 Gilchrist
___ Last Day to drop without a “W”	September 6 th	115 Gilchrist
___ Student Organization Fair	September 11 th	Maucker Union Plaza
___ Career Fair	September 23 rd	McLeod Center
___ Complete Career Cruising	By September 30 th	Online

OCTOBER

___ 2 ND Half Semester Begins	October 21 st	
___ Majors in Minutes	October 22 nd	Maucker Union Ballroom, 7-9 pm
___ Last Day to Drop Full-Semester Course	October 31 st	115 Gilchrist
___ Pre-Registration Meetings	Month of October	Rod Library

NOVEMBER

___ Pre-Registration Meetings	Month of November	Rod Library
___ Walk-In Advising	Nov 11 th -Nov 20 th	102 Gilchrist Hall
___ Thanksgiving Break	Nov 25-29 th	

DECEMBER

___ Finals Week	Dec 16 th – 21 st	Check Finals Schedule
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You will receive a Spring 2020 Calendar via email in January!

Academic Resources to Assist You

1. Office of Academic Advising, 102 Gilchrist Hall, 319-273-3406: <https://advising.uni.edu/>
This office serves exploratory students, students seeking alternative majors, first-year students, and students reassessing their current academic situation.
2. Peer Advisors: <https://advising.uni.edu/pair>
Students working in [Academic Advising](#) who are trained to help students explore majors, navigate the registration system, and connect students to resources.
3. ALEKS- Math Placement Exam: <https://success.uni.edu/aleks-scores-and-placement>
4. Office of Career Services, 102 Gilchrist Hall, 319-273-6857: <https://careerservices.uni.edu/>
Career Services is focused on connecting students to opportunities so they are active and engaged, leading to career readiness
5. The Learning Center @ Rod Library 319-273-6023: <https://tlc.uni.edu>
This office is home to free services to help you succeed in your courses.
6. Student Information System: <https://uni.edu/sis/content/student-center-help>
7. UNI Transfer Equivalency Guides: <https://cgi.access.uni.edu/cgi-bin/transfer/equiv.cgi>
Consult this website if you plan to take a course at a another college and transfer it back to UNI.
8. Pre-professional Guide Sheets: <https://biology.uni.edu/pre-professional-programs>
9. Frequently Asked Questions: <https://advising.uni.edu/frequently-asked-questions-faqs>
10. Rod Library: <https://library.uni.edu/>