First-Year Exploratory Syllabus

Advisor: Kim Bock  
Email: kim.bock@uni.edu  
Location: 102 Gilchrist Hall  
Office of Academic Advising: advising.uni.edu

Materials:  
- University Catalog  
- University Advising Web Resources  
- Plan of Study Website  
- Majors at UNI

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. Due to double booking of appointments, we do not set up appointments via email.

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Walk-In Advising (8:15 - 4:00)</td>
<td>August 26th - 30th</td>
<td>102 Gilchrist</td>
</tr>
<tr>
<td>Last Day to Add a Class without Permission</td>
<td>August 30th</td>
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### SEPTEMBER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>First Individual Appointment</td>
<td>Month of September</td>
<td>102 Gilchrist</td>
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<tr>
<td>Last Day to drop without a “W”</td>
<td>September 6th</td>
<td>115 Gilchrist</td>
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<tr>
<td>Student Organization Fair</td>
<td>TBA</td>
<td>Maucker Union Plaza</td>
</tr>
<tr>
<td>Career Fair</td>
<td>September 23rd</td>
<td>McLeod Center</td>
</tr>
<tr>
<td>Complete Career Cruising</td>
<td>By September 30th</td>
<td>Online</td>
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### OCTOBER

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Career Cruising Appointments</td>
<td>Month of October</td>
<td>102 Gilchrist</td>
</tr>
<tr>
<td>2ND Half Semester Begins</td>
<td>October 21st</td>
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</tr>
<tr>
<td>Majors in Minutes</td>
<td>October 22nd</td>
<td>Maucker Union Ballroom, 7-9 pm</td>
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<tr>
<td>Last Day to Drop Full-Semester</td>
<td>October 31st</td>
<td>115 Gilchrist</td>
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### NOVEMBER

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Pre-Registration Meetings</td>
<td>Month of November</td>
<td>102 Gilchrist</td>
</tr>
<tr>
<td>Walk-In Advising</td>
<td>Nov 11th - Nov 20th</td>
<td>102 Gilchrist Hall</td>
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<tr>
<td>Thanksgiving Break</td>
<td>Nov 25-29th</td>
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### DECEMBER

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Finals Week</td>
<td>Dec 16th – 21st</td>
<td>Check Finals Schedule</td>
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</tbody>
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### Academic Resources to Assist You

1. Academic Advising, 102 Gilchrist Hall, 319-273-3406; [https://advising.uni.edu/](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](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](https://success.uni.edu/aleks-scores-and-placement)
4. Career Services, 102 Gilchrist Hall, 319-273-6857; [https://careerservices.uni.edu/](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](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](https://uni.edu/sis/content/student-center-help)
7. Transfer Plan-It: [https://access.uni.edu/cgi-bin/transfer/transferPlanIt.cgi](https://access.uni.edu/cgi-bin/transfer/transferPlanIt.cgi)
   Consult this website if you plan to take a course at a community college and transfer it back to UNI.
8. Pre-professional Guide Sheets: [https://biology.uni.edu/pre-professional-programs](https://biology.uni.edu/pre-professional-programs)
9. Frequently Asked Questions: [https://advising.uni.edu/frequently-asked-questions-faqs](https://advising.uni.edu/frequently-asked-questions-faqs)
10. Rod Library Research Help: [https://library.uni.edu/](https://library.uni.edu/)

You will receive a Spring 2020 Calendar via email in January!