Academic Advising Syllabus
CHHS Advising Center

Academic Counselors:
Shawnee Garvin, sgarvin5@uncc.edu  704-687-7923
Sara McConville, spotts3@uncc.edu  704-687-7920
Andrea Swintal, aswintal@uncc.edu  704-687-7921

Office Location & Hours:
College of Health & Human Services, Room 103
Monday–Friday, 8am–5pm or by appointment

Administrative Assistant:
Sandra Mann, shmann@uncc.edu  704-687-7922

Major & Minor advising:
- Pre-Nursing
- Pre-Kinesiology
- Social Work – Lower Division
- Pre-Public Health
- Public Health (minor)

Academic Advising Mission:
In partnership with the University, the mission of the CHHS Advising Center is to engage students as active partners in their academic and professional career by providing assistance, guidance, support, and encouragement so that they achieve their personal, academic, and career goals. As an office, we value professionalism, service to others, appreciation of diversity, and healthy behaviors.

In support of this mission, we:
- Engage student to a successful transition from high school to UNC Charlotte or from another university/college to UNC Charlotte.
- Empower our students toward successful navigation of the university system.
- Assist students in making effective decisions regarding their career goals, related major(s) and appropriate courses.
- Actively listen, respect and support student decisions.
- Direct students to campus resources.
- Advise students toward a 4-year graduation.
- Demonstrate and encourage professional behaviors.

Academic Advising Defined:
Academic Advising is the collaborative process in which the student and advisor discuss and evaluate the student’s progress towards personal, academic, professional and lifelong learning goals. This requires regular and periodic communication to ensure the student is progressing in the appropriate academic program, as well as utilizing available university and community resources. Academic advising will assist the student in achieving a meaningful and productive educational experience.
## Student & Advisor Responsibilities:

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<tr>
<th>Student</th>
<th>Advisor</th>
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<tr>
<td>Be proactive and seek assistance early in semester.</td>
<td>Be available during regular office hours. Serve as a guide, teacher, facilitator, coach, and counselor.</td>
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<td>Understand role of academic/faculty advisors and actively participate in the academic advising process.</td>
<td>Encourage active engagement in the advising process/relationship.</td>
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<td>Know how and where to contact your advisor(s). Maintain your UNCC email account and update your university contact information as necessary.</td>
<td>Respond to student email and phone inquiries within 2 business days. Notify students of any changes in contact information.</td>
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<td>Become familiar with requirements for major, minor, general education, and graduation.</td>
<td>Provide accurate and timely information and insight about major and career requirements. Advise from an integrated perspective of general education, major(s), and minors.</td>
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<td>Know your current grade point average, enrolled credits, and earned credit hours.</td>
<td>Be able to access and confirm student records.</td>
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<td>Adhere to the university academic calendar, policies and procedures.</td>
<td>Be knowledgeable of the university academic calendar, policies and procedures.</td>
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<td>Schedule and arrive on time for appointments with your advisor.</td>
<td>Be available for scheduled appointments.</td>
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<td>Prepare questions and a course schedule before meeting with your advisor.</td>
<td>Be prepared to respond to student questions and/or refer student to appropriate campus resources. Recognize student individual course scheduling needs. Be resourceful, utilizing web-based resources, advising tools and professional development opportunities.</td>
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<td>Make notes and keep all paperwork and forms from advising sessions.</td>
<td>Maintain accurate and updated advising records.</td>
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<td>Collect the information necessary to make effective decisions and accept responsibility for those decisions.</td>
<td>Empower each student to make independent decisions. Be supportive of each student’s decisions. Provide realistic options for student decision making.</td>
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<td>Utilize available campus support offices and online resources.</td>
<td>Be aware of and make appropriate referrals to campus offices and online resources.</td>
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<td>Accept responsibility for decisions regarding your chosen major and career.</td>
<td>Facilitate smooth transition for students exploring and changing majors.</td>
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<td>Create an acceptable academic and degree completion plan.</td>
<td>Encourage and facilitate a reasonable time to degree completion.</td>
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## Student Learning Outcomes.

As a result of the academic advising process, the student is expected to:

- Develop the critical thinking and independent decision-making skills needed to make and accept responsibility for academic decisions.
- Discover and integrate co- and extra-curricular activities and programs that enhance the educational experience.
- Evaluate personal interests and abilities leading to the creation of realistic academic and professional goals.
- Develop an educational plan that leads to the timely completion of their educational goals.

## Helpful UNCC Resources:

- University Career Center: [http://career.uncc.edu/](http://career.uncc.edu/)
- University Center for Academic Excellence: [http://ucae.uncc.edu](http://ucae.uncc.edu)
- Writing Resource Center: [http://wrc.uncc.edu](http://wrc.uncc.edu)
- Language Resource Center: [http://lrc.uncc.edu/](http://lrc.uncc.edu/)
- Office of Disability Services: [http://ds.uncc.edu/](http://ds.uncc.edu/)
- University Counseling Center: [http://counselingcenter.uncc.edu/](http://counselingcenter.uncc.edu/)
- University Health Center: [http://studenthealth.uncc.edu/](http://studenthealth.uncc.edu/)
- Dean of Students Office: [http://dso.uncc.edu/](http://dso.uncc.edu/)
- Student Activities: [http://studentunion.uncc.edu/student-activities](http://studentunion.uncc.edu/student-activities)
- University Academic Calendar: [http://registrar.uncc.edu/calendar](http://registrar.uncc.edu/calendar)
- UNCC Undergraduate Catalog: [http://catalog.uncc.edu/undergraduate-catalogs](http://catalog.uncc.edu/undergraduate-catalogs)