

# OFFICE OF ACADEMIC ADVISING SYLLABUS 2010-2011

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364 Oregon Hall, (541) 346-3211

Call for appointment: MTRF 9:00-4:30; W 10:00-4:30

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## WELCOME TO THE OFFICE OF ACADEMIC ADVISING AT THE UNIVERSITY OF OREGON!

The goal of academic advising is to help you make the most of your university education. Advisors encourage your engagement in the life of the university and assist you in making a meaningful academic plan. We believe academic advising is important and we look forward to working with you. All undeclared first-year students are assigned to a faculty member in the College of Arts and Sciences and to an advisor at the Office of Academic Advising.

The Office of Academic Advising specializes in working with students who are undeclared or interested in pre-professional advising. Your OAA advisor can help you:

- Learn about majors, minors, departments, and programs of interest to you and determine how they fit with your life and career goals.
- Register for appropriate classes using DuckWeb and the online class schedule.
- Explore opportunities to apply your skills outside the UO classroom through service projects; internships; study abroad; research; or creative work with faculty.

## YOUR OAA 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.

## YOUR OAA ADVISOR EXPECTS THAT YOU WILL:

- Take notes during advising meetings and keep a record of your advising sessions.
- Schedule an appointment with your advisor once a term (schedule appointments early!).
- Come to appointments prepared with your degree audit and a list of questions and/or topics to discuss.
- Research programs, policies, procedures, and opportunities as appropriate.

## HOW DO I CONTACT MY OAA ADVISOR?

Make an appointment by calling our office at (541) 346-3211. Appointments are scheduled for 30 minutes and must be scheduled in advance.

**THE OAA ADVISING CALENDAR**

<b>EACH TERM</b>	
<b>When</b>	<b>What</b>
Before term begins	Identify your goals for the term. Refer to the “Your Long-range Academic Plan” section in the Student Handbook for assistance.
Week 1	If necessary, make any last-minute changes to your schedule; check academic deadlines on the Registrar’s web site for important dates related to adding and dropping.
Weeks 3-6	Visit your instructors during their office hours to discuss your papers and midterm exams.
Weeks 5-7	Prepare to register for the next term by meeting with your academic advisor. Be aware of deadlines to drop a class and/or change grade option (graded or P/NP).
Weeks 8-9	Register for next term’s courses on DuckWeb.
Week 10	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	Good luck on your exams!
Before next term begins	Check your grades on DuckWeb and make changes to your schedule if needed. Review your goals from last 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?
EACH SUMMER	Pursue internships, employment, travel, summer classes, reading, and volunteering to clarify your interests and goals.

***Follow Academic Advising on:***OAA Website: [advising.uoregon.edu](http://advising.uoregon.edu)OAA Blog: [gradefirstaid.wordpress.com](http://gradefirstaid.wordpress.com)

Twitter: UOAdvising

YouTube channel: UOAdvising

Facebook: University of Oregon - Office of Academic Advising

***The mission of the Office of Academic Advising is to provide an inclusive environment in which advisors help you make responsible and informed decisions about your educational plans and professional/life goals that are consistent with your values, interests, and abilities. We serve as your first resource on general academic issues.***