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.

The Office of Academic Advising specializes in working with students who are undeclared. 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.
• Keep notes of your advising sessions that are recorded in AdvisorTrac.
• 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 must be scheduled in advance.

*MANDATORY REPORTING: In an effort to connect students with appropriate resources, our office has a mandatory reporting policy (required by state law) for reported cases of child abuse and prohibited discrimination, including sexual harassment and sexual assault.
## THE OAA ADVISING CALENDAR

### EACH TERM

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before term begins</td>
<td>Identify your goals for the term. Review your schedule.</td>
</tr>
<tr>
<td>Week 1</td>
<td>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.</td>
</tr>
<tr>
<td>Weeks 3-6</td>
<td>Visit your instructors during their office hours to discuss your papers and midterm exams.</td>
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<tr>
<td>Weeks 5-7</td>
<td>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).</td>
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<tr>
<td>Weeks 8-9</td>
<td>Register for next term’s courses on DuckWeb.</td>
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<tr>
<td>Week 10</td>
<td>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.</td>
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<tr>
<td>Finals Week</td>
<td>Good luck on your exams!</td>
</tr>
<tr>
<td>Before next term begins</td>
<td>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?</td>
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### EACH SUMMER

Pursue internships, employment, travel, summer classes, reading, and volunteering to clarify your interests and goals.

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**Follow Academic Advising on:**
- OAA Website: advising.uoregon.edu
- OAA Blog: gradefirstaid.uoregon.edu
- Twitter: UOAdvising
- YouTube channel: UOAdvising
- Facebook: University of Oregon - Office of Academic Advising

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The Office of Academic Advising promotes and sustains a culture of superior advising at the University of Oregon through direct advising, education, outreach, and collaboration. To fulfill this mission, the office:

- Guides undeclared and exploring students towards successful major selection and reinforces an advising relationship with the major department;
- Fosters the successful transition of new first year and transfer students to the university in collaboration with Orientation Programs, academic departments, and other resource offices across campus;
- Supports students experiencing academic challenge or distress;
- Coordinates the National Student Exchange (NSE) program and supports students interested in pre-professional preparation for law school;
- Supports UO advisors across campus through training, publications, and direct consultation;
- Provides campus-wide leadership and advocacy around advising issues and forges connections and partnerships with key offices and departments.

This document will be made available in accessible formats upon request. (541) 346-3211