

Center for Student Excellence

204 Weil Hall, Monday – Friday 8:00am – 5:00pm

- Peer Advisors: Monday through Friday, 9:30am – 3:45pm
- Email for *quick questions*: advising@eng.ufl.edu (please include your UFID#)
- Individual advising appointments: Call 352-392-0944 or schedule online via your advisor's TimeTrade link. Please schedule at least 24 hours in advance.

WHO IS MY ADVISOR?

You will be assigned to an Academic Advisor and College Life Coach who will support you in developing an academic plan and reaching your personal and professional development goals. Advisor assignments are made just before the start of the fall term. You will receive a welcome message from your Academic Advisor, and you can have quick access to email and scheduling links through the First Year Engineering Canvas site or the [HWCOE website](#).

STUDENT LEARNING OBJECTIVES

1. Students will understand the academic planning and advising process in the College of Engineering.
2. Students will learn to develop and execute an academic and professional development plan including curricular and co-curricular elements.
3. Students will be aware of and utilize resources that promote personal, professional and academic development.

REQUIRED MATERIALS

1. A Gatorlink email account that is checked frequently. Important information is sent to students by email. This is the official means of communication between the university and you. You are accountable for reading all official email messages and being familiar with their content.
2. Access to the **First Year Engineering** Canvas site. Important announcements, dates and deadlines are posted here. If you do not have access, please come to the Center so that we can add you.
3. Access to the online University of Florida catalog which contains all academic policies and major requirements. www.catalog.ufl.edu Students are responsible for becoming familiar with the catalog; Advisors serve as a resource for clarifying these policies.
4. Familiarity with your Degree Audit, which you can access through [One.UF](#) You should review your Degree Audit before meeting with your Advisor.

ABOUT ACADEMIC ADVISING IN THE COLLEGE OF ENGINEERING

Academic Advising is a process in which advisor and advisee enter a dynamic relationship respectful of the student's concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment.

~Terry O'Banion

Your academic advisor/career coach will assist you in developing a plan to help you achieve your academic, personal and professional goals.

What you can expect from your advisor/career coach:

- Knowledge of academic programs and policies
- Informed recommendations for the development of an academic plan that leads to degree completion
- Thoughtful feedback regarding progress, and recommendations for alternate plans when appropriate
- Referrals to other campus resources when needed
- Motivate students to take responsibility for their own academic, professional and personal goals
- Respect

What we expect from our students:

- Be actively engaged in your success
- Be prepared for advising meetings
- Develop and follow an academic plan constructed in consultation with your Advisor/Coach
- Be aware of critical dates and deadlines for each semester
- Be familiar with and utilize university resources
- Become familiar with program requirements and the use of the degree audit to monitor progress
- Review academic progress regularly, and seek Advisor assistance when necessary
- Attend and participate in classes
- Take responsibility for and own your decisions

COLLEGE OF ENGINEERING ADVISING POLICIES

1. All students must meet with their Academic Advisor at least once per semester.
2. Registration holds are placed on all students records prior to advance registration.
3. Students are responsible for knowing when the student registration will open for them, and for meeting with their Advisor *in advance* of their assigned registration time.
4. Students are responsible for information posted on the First Year Engineering Canvas site and email messages sent by their advisor.

CREATING A THREE SEMESTER PLAN

In their first semester, all first year engineering students will be required to create an academic plan. This will familiarize you with degree requirements and help you to clarify your goals, strengths, and interests.

DEVELOPING A 4 YEAR PLAN

Drafting a 4 year plan allows you to take full advantage of the academic, personal and professional development opportunities offered during your undergraduate years. It also helps you to identify and shape your goals. As you build your plan, remember that it extends beyond knowing which classes to take. Your academic advisor can assist you in creating your 4 year plan. Below are some suggestions for tasks to include in your plan.

Choosing a major

- Exploratory classes
- Career Resource Center

Understand your degree audit (ISIS)

Semester by semester plan

Build your resume

- Leadership/involvement
- Undergraduate research
- Co-ops and internships
- Student organizations
- Volunteer service: community, state, nation

Pursuing a minor

Study abroad

Attend Career Showcase

Internship or co-op

Research

Considering graduate school

- Combined bachelor/master's degrees
- Entrance exams
- Applications, letters of intent, references

Graduating with honors

Applying for graduation

Order of the Engineer