

Advising Syllabus

Center for Student Excellence

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 [scheduling link](#). Please schedule at least 24 hours in advance.

First Year Engineering Canvas Site

<https://ufl.instructure.com/courses/434309>

Advisor Communications

Quick questions can be addressed by email at advising@eng.ufl.edu, or can be submitted to the First Year Engineering Canvas course. Allow at least one business day for a response. During peak periods, response time may be longer.

Urgent or complex questions are best addressed in an advising meeting. Walk-in hours will be posted weekly on the Canvas page. You can also schedule a meeting through our TimeTrade online scheduling system. Each advisor has a unique scheduling link, which is included in messages from your Academic Advisor, and available [here](#).

Who is my advisor?

You will be assigned to an Academic Advisor who will support you in developing an academic plan and reaching your personal and professional development goals. Advisor assignments are made before the start of the fall term. You will receive a welcome message from your Academic Advisor via email.

You can have quick access to email and scheduling links through the First Year Engineering Advising course on Canvas or the [HWCOE website](#). Once assignments have been made you can find your advisor [here](#).

Required Materials

- UFL email address
 - 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.

- First Year Engineering Canvas Site
 - Access to the [First Year Engineering Advising](#) Canvas course. Important announcements, assignments, dates, and deadlines are posted here. If you do not have access, please email advising@eng.ufl.edu.
- UF Course Catalog
 - Access to the online [University of Florida catalog](#), which contains all academic policies and major requirements. Students are responsible for becoming familiar with the catalog; advisors serve as a resource for clarifying these policies.
- One.UF Degree Audit
 - 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

Purpose of Academic Advising

Academic advising is the 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

Academic Advising is a partnership that requires both the student and advisor to be actively engaged in the process. Student and Advisor expectations and responsibilities are outlined below. Students are required to meet with their Academic Advisors at least once each semester, and to complete the assignments on the First Year Engineering Advising course prior to their academic planning meetings.

Advising Goals

First Year Engineering students will be able to –

- Understand the academic planning and advising process in the College of Engineering.
- Learn to develop and execute an academic and professional development plan including curricular and co-curricular elements.
- Locate and utilize resources that promote personal, professional and academic development.

Your Academic Advisor will assist you in developing a plan to help you achieve your academic, personal and professional goals.

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What you can expect from your Advisor:

- 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
- Encouragement 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
- 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 your decisions

College of Engineering Advising Policies

- All students must meet with their Academic Advisor at least once per semester.
- Registration holds are placed on all students records prior to advance registration.
- 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.
- Students are responsible for information posted on the First Year Engineering Advising course and email messages sent by their advisor.

UF Policies

FERPA and the Protection of Student Records: All student records including but not limited to academic records, counseling records, and disciplinary records are confidential and cannot be released without the student's consent except directory information that may be released without the consent of the student. FERPA Guidelines can be found on the [Registrar's Office website](#).

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the [Dean of Students Office](#). The Dean of Students Office will provide documentation to the student who must then provide this

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documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking quizzes or exams.

Accommodations are not retroactive, therefore students should contact the office as soon as possible in the term for which they are seeking accommodations.

[University Policy on Academic Misconduct](#): Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](#).

[Netiquette: Communication Courtesy](#): All members of the First Year Engineering Advising course are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Refer to the [Netiquette Guidelines](#) for guidance.

Academic Planning

Developing a Four-Year Plan

Students draft a 4-year plan that is designed to let you to take full advantage of the academic, personal and professional development opportunities offered during your undergraduate years and leads to timely graduation. 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 and Peer Advisors 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

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