

Equine Science and Management Advising Syllabus

This syllabus is designed to guide you to have a better understanding of the advising process during your time at the University of Kentucky. Students are required to schedule and attend an advising appointment each semester prior to registering for courses. Please refer to this document before each advising appointment.

Academic advising is a collaborative effort between student and advisor, both having responsibilities.

student responsibilities:

- **Acquaint** yourself with your advisor.
- Check your university **email account** (yourlink blueID@uky.edu) regularly for updates from your advisor and CAFE advising office.
- Schedule and keep **appointments** with your advisor in a timely manner throughout your academic career, so as to avoid seeking advising only during busy registration periods.
- Come to advising appointments **prepared**.
- **Check your APEX Degree Audit** periodically to track your progress toward graduation and contact your academic advisor if you find problems.
- Seek assistance as soon as a problem arises.
Do not wait!
- **Identify** policies and dates relevant to your academic success (drop dates, repeat policy, etc.)

advisor responsibilities:

- Provide an **overview** of curriculum, major and minor options.
- Providing **accurate** information about educational options, requirements, policies and procedures.
- Helping students **plan** their educational program and monitor and evaluate their educational progress.
- Help students **develop** academic and career goals.
- **Assist** students with methods for working through academic issues
- Role model **professional behavior** for students.
- Maintaining **confidentiality** per University and Federal guidelines and making **referrals** to university support service (tutoring, counseling, etc.) as needed.

Advisors:

- Dr. Fernanda Camargo, Fernanda.Camargo@uky.edu, 859-257-7525
- Dr. Bob Coleman, director of undergraduate studies, rcoleman@uky.edu, 859-257-9451
- Elizabeth LaBonty, internship coordinator, Elizabeth.Labonty@uky.edu, 859-257-0166
- Dr. Mary Rossano, Mary.Rossano@uky.edu, 859-257-7552
- Dr. Kristine Urschel, klurschel@uky.edu, 859-257-7748
- Kristen Wilson, academic coordinator, kristen.wilson1@uky.edu, 859-257-2226

Do I need a scheduled advising appointment or will drop-in advising or e-mail meet my needs?

Scheduled Appointment

- 30 to 45 minutes
- More involved questions requiring research or detailed discussion such as:
 - Long-term academic/degree planning (4 year plans)
 - Goal-setting
 - Changing major
 - Adding a 2nd major or minor
- Academic difficulty

Drop in Advising

- 5-10 minutes, first come-first served, may involve a wait
- Brief guidance on issues such as:
 - Course withdrawals or drops
 - Schedule questions
 - Policies
 - Registration questions

E-Mail

- Unsure if you need an appointment or drop-in
- Quick Question - doesn't need immediate response
 - Course withdrawals or drops
 - Schedule questions
 - Policies
 - Registration questions
- When emailing your advisor include your full name and student ID number

Important resources:

- Academic Ombud, www.uky.edu/Ombud
- CAFE Advising Office Ag Science North, Rm. N-8 859-257-3468
- Disability Resource Center <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>
- James W. Stuckert Career Center, www.uky.edu/CareerCenter
- MyUK Help Desk, www.uky.edu/UKIT/ 257-1300 helpdesk@uky.edu
- Office of Student Involvement, www.uky.edu/GetInvolved
- Student Rights and Responsibilities, www.uky.edu/StudentAffairs/Code
- The Study, www.uky.edu/AE/
- University of Kentucky Counseling Center, www.uky.edu/StudentAffairs/Counseling
- University Registrar, www.uky.edu/Registrar

How to make an advising appointment on myUK

- Log onto myUK at <https://myuk.uky.edu/irj/portal>
- Select myInfo, then myAppointments
- Select College of Ag, Food and Environment
- Select your advisor

Advising appointment tips:

Before:

- ☐ Determine if you need a 30-minute individual appointment or your question can be answered at drop-in advising
- ☐ Schedule an appointment via myUK*
- ☐ Familiarize yourself with the academic calendar and be aware of all university and departmental deadlines
- ☐ Review your APEX Degree Audit
- ☐ Review online course catalog and add potential courses to your planned courses section in the plan and register tab on myUK
- ☐ Check myUK for any holds on your account (besides your advising hold)
- ☐ Fill out and print any necessary paperwork
- ☐ Come prepared with your questions written down

During:

- ☐ Show up on time (if you need to cancel your appointment notify your advisor).
- ☐ Turn off or silence your cell phone.
- ☐ Be open with your advisor on how things are going at school and in your classes
- ☐ Ask question if you don't understand some thing and to find out when your registration window opens.
- ☐ Be willing to share more about yourself so we can better understand your goals and interests both inside and outside the classroom.
- ☐ Ask questions about how to get involved in extracurricular opportunities related to your major (internships, campus organizations, etc.)

After:

- ☐ Keep a record of the information you learned in your advising appointments.
- ☐ Complete any necessary follow up steps (advising hold lifted, paperwork, appointments, etc.)
- ☐ Registration for courses when your registration window opens.
- ☐ Send follow up questions by email.
- ☐ Ask for referrals - advisors are your link to resources across campus designed to facilitate your success.

* myUK should be used to schedule appointments for priority registration appointments. Other appointments should be scheduled via email.

Advising calendar

August

- Fall semester begins
- Changes to your schedule can be made during Add and Drop windows. See myUK for specific dates and times.
- Contact your advisor if you need assistance changing your schedule before the last day to add a class deadline.

September

- Labor Day Holiday
- Schedule appointment with your advisor if you are having difficulties in classes.
- Take advantage of resources on campus (The Study, counseling center, career center etc.)

October

- Schedule your priority registration appointment via myUK before your registration window opens (mandatory)
- Holds prevent your from registering for next semester classes. Be proactive and check for holds before registering.
- Midterm exams and grades posted.
- Spring class schedule posted.
- Enrollment for Spring semester courses begins.

November/ December

- Enrollment for Spring semester courses (continued).
- Last day to withdrawal from university or reduce course load on myUK.
- Thanksgiving Holiday.
- Final exams and grades posted.
- Fall commencement.
- Winter Holiday

January

- Spring semester begins
- Martin Luther King Jr. Holiday
- Changes to your schedule can be made during Add and Drop windows. See myUK for specific dates and times.
- Contact your advisor if you need assistance changing your schedule before the last day to add a class deadline.

February

- Schedule an appointment with your advisor if you are having difficulties in classes.
- Take advantage of resources on campus (The Study, counseling center, career center etc.)

March

- Spring break holiday
- Schedule your priority registration appointment via myUK before your registration window opens (mandatory).
- Holds prevent your from registering for next semester classes. Be proactive and check for holds before registering.
- Midterm exams and grades posted.
- Summer and Fall class schedules posted.
- Enrollment for Summer and Fall semester courses begins.

April

- Enrollment for Summer and Fall semester courses (continued).
- Last day to withdrawal from university or reduce course load on myUK.

May

- Final exams and grades posted.
- Spring commencement.

* For a more detailed university calendar, visit: <http://www.uky.edu/registrar/registrar-academic-calendar>