

ACADEMIC ADVISING



SYLLABUS

<https://www.uma.edu/academics/advising>



WHAT IS A SYLLABUS?

A course syllabus acts as a guiding map, providing essential information such as required readings, assignment details, due dates, and expectations for the course. Similarly, this Academic Advising Syllabus serves as a guide to help you throughout your educational journey with UMA. The Academic Advising Syllabus encompasses the expectations for everyone involved in the advising experience, including you.

MISSION STATEMENT

UMA's Office of Academic and Career Advising is composed of a team of dedicated professionals who aim to educate, challenge, and support students as they pursue their educational, personal, and career aspirations. We encourage critical thinking, informed decision-making, setting achievable goals, fostering independence, and promoting responsibility and accountability. Our team embraces and respects all students, regardless of their abilities, sexual orientations, gender identity, race/ethnicity, culture, age, nationality, and socioeconomic status.

ADVISING RELATIONSHIP EXPECTATIONS

| STUDENT | ADVISOR |
|--|---|
| Know who your professional and faculty advisors are and how to reach them. | Academic Advisors will be available via email, Zoom, phone, and in-person during regular office hours. |
| Take primary and increasing responsibility for your educational plans and achievements. | Explain university policies & procedures and other important academic information. |
| Keep current on your academic progress in classes, know your test and assignment dates, and implement effective study strategies. | Create an environment of mutual respect and trust. |
| Be involved in the advising process by assuming responsibility for degree planning and coming to appointments prepared to discuss goals and educational plans. | Help you plan your course of study, choose a major, create an academic plan, and decide which course(s) to take. |
| Be open and willing to consider recommendations from faculty, advisors and other mentors, and be open to asking questions if you do not understand an issue or have a specific concerns. | Assist with referring you to institutional resources and community services. |
| Display respect for your academic advisor and your peers. | Encourage and guide you in defining realistic educational & career goals and in developing a plan for achieving them. |
| | Listen to your concerns and maintain confidentiality. |

Learning Outcomes for Academic Advising: First Year to Senior Year

IN THE FIRST AND SECOND YEARS, STUDENTS WILL:

- Learn about available degrees, majors, and programs
 - Connect educational plan to career goals
 - Learn how and when to change majors
- Identify registration policies and procedures
- Know who your academic advisor is and how to contact them
- Learn about/take care of financial aid responsibilities, including filing FAFSA each year
- Become familiar with general education and core requirements for your major
- Understand and abide by the UMA Student Code of Conduct
- Learn about and utilize campus resources
- Develop time management and academic success skills
 - Understand the hours of prep time required for each credit hour
- Learn about and participate in campus and student clubs, organizations and activities
- Continue to monitor and track degree progress using your degree audit in MaineStreet

IN THE THIRD AND FOURTH YEARS, STUDENTS WILL:

- Apply and build upon skills and knowledge learned in the first two years of advising experience
- Develop and strengthen connections with faculty advisors
- Continue to meet with your academic advisor to ensure all degree requirements are being met
- Research criteria for internship opportunities for your major, and meet deadlines for participation
- Attend career fairs and utilize the Career Connections program
 - Understand the importance of a professional resume/CV, LinkedIn, and interviewing skills
 - Use UMA CareerLink to search for job and internship opportunities
- Understand when to request substitutions/waivers
- Learn the graduation requirements for your degree/program
- Be aware of graduation process/dates and deadlines
- Learn how to apply for graduation

Guidelines for Contacting Your Academic Advisor

- Use your maine.edu email account
 - Include your name (first and last)
 - 7 Digit UMA Student ID Number
 - Brief statement of issue/concern or comments/questions

HELPFUL TIPS

- Download the Navigate app to communicate and schedule meetings with your advisor uma.navigate.eab.com/
- Find UMA academic advisor contact information at uma.edu/academics/advising/contacts
- Check your maine.edu email address daily and respond to emails you receive in a timely manner
- Compose professional emails to your academic advisor, faculty advisors, or program coordinators:
 - Always include a subject
 - Include proper greeting
 - Be polite
 - Be specific and concise
- Double check to ensure you've used the correct email address
- Schedule advising meetings early, don't wait until the last minute!
- Register for classes as soon as you can, as classes fill up quickly!
- Always ask questions, and ask them again if needed. If you aren't asking questions, you aren't learning!

Important UMA Resources

| | | | |
|---|--|--|---|
| <p>Academic Success</p> <ul style="list-style-type: none"> • Time Management • Success Coaching • Tutoring Services • Accommodations • Email: umasuccess@maine.edu • Phone: 207.621.3491 | <p>Credit By Examination</p> <ul style="list-style-type: none"> • CLEP, DSST, etc. • Contact: Eric Allain • Email: eric.allain@maine.edu • Phone: 207.621.3392 | <p>Confidential Resource Advisor</p> <ul style="list-style-type: none"> • Support for student survivors of sexual or violent abuse • Contact: Sydney Brown • Email: uma.confresadv@maine.edu | <p>Counseling & Wellness</p> <ul style="list-style-type: none"> • Clinical Counseling • Crisis Intervention • Mental Health Education/Prevention • Email: umacounseling@maine.edu |
| <p>Career Connections/Credit for Prior Learning</p> <ul style="list-style-type: none"> • Career Services • External Training/Portfolio Review • Contact: Haley Brown • Email: hbrown120@maine.edu | <p>Tech Hub</p> <ul style="list-style-type: none"> • Provides student support, tutorials and documentation for BrightSpace • Resources to stay connected • Website: www.uma.edu/thehub | <p>TRiO Scholars Program</p> <ul style="list-style-type: none"> • Amplifies and intensifies many services found on campus • Augusta: 207.621.3501 • Bangor: 207.262.7820 | <p>UMA Libraries</p> <ul style="list-style-type: none"> • Support UMA's vision for inclusive learning • Zoom rooms available at Katz and Nottage • Katz Library - Augusta: 207.621.3349 • Nottage Library - Bangor: 207.262.7900 |



E-mail:
umaadvising@maine.edu

Augusta Campus
46 University Drive
Augusta, ME 04330
207.621.3149

Bangor Campus
65 Texas Avenue
Bangor, ME 04401
207.262.7800

Brunswick Center
12 Sewall Street
Brunswick, ME 04011
207.442.7736

East Millinocket Center
1 Dirigo Drive, Ste. 1
East Millinocket, ME 04430
207.746.5741

Ellsworth Center
Mill Mall
248 State Street
Ellsworth, ME 04605
207.667.3897

Lewiston Center
51 Westminster Street
Lewiston, ME 04240
207.753.6600

Rockland Center
91 Camden Street, Ste. 401
Rockland, ME 04841
207.596.6906

Rumford Center
60 Lowell Street
Rumford, ME 04276
207.364.7882

Saco Center
4 Scamman Street, Ste. 18
Saco, ME 04072
207.282.4111

Academic Year -- Dates To Remember

June/July

- Make sure you have met with your academic advisor to register for the Fall semester.

August

- Classes typically begin the last week of August—Make sure to check the academic calendar.
- Attend orientation, order textbooks, and complete MaineStreet Student Center tasks.

September

- Know the last day to add a course.
- Know the last day to drop course and penalties for dropping a course late.

October

- Know about early alerts in Navigate, the UMA student app.
- Begin course planning for Spring semester, schedule advising appointment.

November

- Know the last day to withdraw with a grade of 'W' ('WF' assigned after).
- Spring registration opens—Register for Winter Session and Spring semester.

December

- Final Exams take place.
- Order Spring textbooks.
- Winter session begins.

January

- Winter session final exams take place.
- Spring classes typically start second week of January—Make sure to check the academic calendar.

February

- Know the last day to add a course.
- Know the last day to drop a course and penalties for dropping a course late.

March

- Wish list opens for the Summer and Fall semesters.
- Make sure you have completed your FAFSA for the upcoming academic year.

April/May

- Registration for Summer and Fall semesters begin.
- Final exams take place.
- Commencement Ceremony in May - apply to graduate (April 1st for May & August grads, and December 1st for December grads).