ACADEMIC SERVICES

Academic Advising

Advising and New Student Initiatives

Advising:

Students will have an academic advisor and a faculty advisor from their major to assist them in developing academic and career goals based on their interests and abilities. If a student is unsure of a major, an academic advisor can assist them in choosing courses that explore various majors while keeping curricular options open. If a major has been declared, their advisors can help them efficiently navigate through the required course sequences and connect them to experiences and opportunities related to their academic interests. A student can also expect advisors to be knowledgeable about university policies and procedures and a wide variety of campus resources available for assistance.

Advisors in the Advising Center also work with transfer students to help them understand policies and procedures related to transferring. The academic advisors review the transfer course evaluations for all transfer students to identify issues students need to address to best use their transfer work to meet UW-Eau Claire’s requirements.

The Advising office also provides orientation and advising for high school students taking college courses at UW-Eau Claire.

Visit the website at: www.uwec.edu/advising (http://www.uwec.edu/advising).

Academic Testing: The testing area administers English, mathematics, and foreign language placement tests for the University, as well as a number of national tests, including the ACT, ACTFL and MAT. Academic Testing also serves as an Educational Testing Service computer-based testing site, offering the GRE, Praxis, and TOEFL exams. It also administers the College Level Examination Program (CLEP). Advanced Placement, International Baccalaureate and DANTES results are also processed by this office. Visit the website at: www.uwec.edu/testing (http://www.uwec.edu/testing).

New Student Orientation:

All new freshmen and transfer students are expected to participate in a New Student Orientation program prior to registering for classes. One day sessions for new freshmen who are starting in the fall semester are held in June, with a final session in late August. New freshmen starting in the spring semester attend a session the week before classes begin in January.

Orientation sessions for transfer students who are starting in the fall begin the end of March and continue throughout the summer. Transfer students starting in the spring semester may attend one of many sessions held the end of October through January.

These programs are designed to facilitate the student’s adjustment to the University. Students meet with academic advisors, develop a class schedule, and register for classes. Students and their parents have an opportunity to meet with faculty and staff members, tour the campus, and obtain information on a wide variety of topics related to both academics and student life.

Questions regarding orientation programs should be addressed to the Orientation and New Student Initiatives Coordinator. Visit the website at: www.uwec.edu/orientation. (http://www.uwec.edu/one-stop/advising/orientation)

First Year Experience: The First Year Experience program at UW-Eau Claire helps new freshmen transition to college life. Many new students take a course that is designated as “first year only.” These sections are regular university courses that are open only to new freshmen. Each first year only class has an experienced UW-Eau Claire student mentor who works closely with the instructor to help students adjust to college. New freshmen may also register for special “linked” courses that are designed to help with transition to UWEC or to explore a topic, major or career of interest. In addition, all new freshmen are invited to participate in the Bluprint for a Blugold program, which is a schedule of out-of-class activities and corresponding online modules designed to help students learn valuable information about college life. Visit the website at: http://www.uwec.edu/fye/.

Nontraditional Student Services: Nontraditional-age students comprise an important component of the University’s student body. The nontraditional student advisor serves this constituency through a variety of offerings that address the special needs and experiences of adults returning to college.

Working adults, students with children or other family responsibilities, veterans, and adults in various life transitions, will find programs, publications, services, and consultations tailored to their circumstances and schedules. Further information may be obtained from the nontraditional student advisor. Visit the website at: www.uwec.edu/nss.

Undergraduate Advising

Advising Philosophy

Academic advising is an important component of a student's undergraduate experience. The university has established a structure intended to bring each student into a collaborative relationship with an academic advisor and a faculty advisor. The partnership with these advisors will empower students to establish connections to the campus and their field of study, graduate in a timely fashion and develop a portfolio of skills and experiences that will help them achieve their academic and professional goals. Advising is most effective when it is viewed as a developmental process in which the students and advisors work together. Students have the ultimate responsibility for monitoring their progress toward graduation and they should work closely with their advisors to develop a corresponding academic and career plan. Advisors should serve as a resource for students, providing accurate information and referring them to appropriate sources of help through the university.

Advising Structure

Within the university are seven advising clusters. Six of the clusters are comprised of 5-10 majors that are similar in nature. A student who has declared their major will be assigned an academic advisor from that cluster and a faculty advisor in their specific major.

Students who have not decided on a major will work with an advisor in the Undeclared Cluster. Students will be encouraged to choose a cluster at the start of their sophomore year, so that they can start working with an advisor that is more connected to a set of specific majors. Once a student declares a major, they will be assigned faculty advisor from that major.

If a student switches to a new major that is in the same advising cluster, their academic advisor will remain the same. A new faculty advisor will be assigned to reflect the student's new major. If a student switch to a new major that is outside of their current cluster, they will be assigned a new academic advisor and a new faculty advisor.

Roles of Academic and Faculty Advisors:

Academic Advisors: An on-campus professional who provides holistic and comprehensive academic and career advising for students in a specific curriculum cluster. They provide students with guidance regarding course selections, graduation requirements, major exploration, academic policies and procedures, UWEC connections and university high-impact opportunities. In working with students, they collaboratively partner with faculty advisors and career counselors.
Faculty Advisors: A faculty member who is assigned to a student in their major who provides ongoing consultation for the student. They counsel students on long-range academic and career plans, monitor progress towards specific major degree requirements, assist in the selection of major courses and connect students to High Impact Practices available in the department/field. In working with students, they collaboratively partner with academic advisors and career counselors.

Advisors are available to provide additional assistance to specific populations: international students are helped through the Center for International Education; multicultural students through the Office of Multicultural Affairs; students with disabilities through the Office of Services for Students with Disabilities; and first generation/low income students through Student Support Services, a TRIO program. The Academic Skills Center provides tutoring and developmental education courses for students, including those in negative academic standing.

Students must see an advisor at the following times:

- A student must meet with their academic advisor prior to registration for the fall and spring semester. They receive a Personal Advising Code (PAC) at this time. Students are encouraged to discuss summer and winterim courses with their academic advisor as well.
- All readmitted students must meet with an academic advisor prior to registering. They will receive a Personal Advising Code (PAC) at this time to register for classes.
- All new transfer students must see an academic advisor prior to registering. This is done as part of the Orientation program.
- All students must see their academic advisor prior to withdrawing from a class or withdrawing from the university.
- Students are encouraged to meet with their faculty advisor to discuss major related High Impact Practices, internship opportunities and major course selection that may impact future career or academic opportunities.

Advising Responsibilities

**Student Responsibility**

- Meet with your academic advisor at least once per semester.
- Read and respond to all emails and text messages sent from your academic and faculty advisors in a timely manner.
- Be prepared for meetings with your academic and faculty advisor.
- Learn to read and use the degree audit; become familiar with graduation requirements; fulfill all degree requirements.
- Develop plans for taking courses required for graduation.
- Keep track of your own academic records.
- Develop plans for achieving academic, career and personal goals.
- Utilize your faculty advisor with questions about High Impact Practices, opportunities in the major, major courses and the influence on career choices, educational opportunities beyond your undergraduate degree.
- Apply for graduation by the end of the first week of undergraduate priority registration for the semester of intended graduation (https://www.uwec.edu/Registrar/student/Apply-to-Graduate.htm).
- See your advisor and course instructor at the first sign of academic difficulty.
- Understand academic policies and become familiar with important deadlines.
- Utilize the full range of campus resources: i.e. career planning, counseling, tutoring, services for students with disabilities, and other resources available at the university.

**Advisor Responsibility**

It is the responsibility of advisors to:

- Be accessible to students on a regular, predictable basis.
- Encourage students in self-direction, in learning and assuming responsibility for their own educational plans.
- Reinforce the responsibilities of advisees.
- Assist students in selecting courses that reflect individual interests and abilities.
- Help students with academic planning – re-evaluate plans regularly.
- Assist students in achieving academic, career and personal goals.
- Know graduation requirements and other institutional policies outlined in the college catalog.
- Refer students to appropriate campus resources.
- Help students learn about academic policies and procedures.
- Increase advising skills through regular training and professional development.
- Helps students understand the value of their liberal arts based education.

Declaring/Changing a Major

Students who wish to change their major and/or minor must consult with the desired department. The student should first obtain a "what-if" degree audit. Exact procedures for each major and minor can be found at: www.uwec.edu/Registrar/student/chgofmajor.htm. Since most majors require students to meet with an adviser prior to changing a major or minor, students should plan ahead.

Academic Skills Center

The Academic Skills Center is a resource for students needing individual assistance to enhance learning strategies and skills in college reading and study methods, critical thinking, problem solving, and mathematics. An English as a second language program is available for permanent resident and international students. Group tutoring is also available for selected entry-level foreign language courses, as well as several physical and social science courses. Diagnostic evaluation is available in reading, mathematics, study strategies, and English as a second language. Further information may be obtained from the Academic Skills Center staff or the ASC website at: www.uwec.edu/asc (http://www.uwec.edu/asc).

Career Services

Career Services helps students understand the relationship between their educational choices and general career fields. Specific services include: career counseling appointments and group workshops, internship and job search assistance, and cover letter reviews, networking coaching, interview preparation. Career Services is the liaison between employers and campus, connecting students, faculty, staff and alumni with employers in the region and across the country. Visit the Career Services website at: www.uwec.edu/career (http://www.uwec.edu/career) for more information.

Hire A Blugold: Hire A Blugold is a free online jobs and internship search database used by UW-Eau Claire students and alumni. Employers who recruit UW-Eau Claire students use this to assist in meeting their workforce needs by posting part-time, summer, full-time and internship positions. Students can search for opportunities and apply for these positions. They can also participate in on-campus interviews and receive invitations to employer information sessions. Verified employers are able to view students’ résumés and contact them directly regarding opportunities.

Career Events: Each year Career Services sponsors a variety of career events designed to allow students to explore career and internship options:
Career Conferences — fall and spring semesters
Explore Your Possibilities Workshop Series — fall and spring semesters
Nursing and Health Care Professionals Fair — fall semester
Mock Interview Days—fall and spring semesters
Camps and Summer Jobs Fair—spring semester
Experience U—spring semester

Over 500 employers representing a wide variety of organizations are participants at these career events.

On-Campus Recruitment Program: More than 100 employers visit the campus each year to interview students interested in internship and full-time professional positions, offering 800+ interviews each year. All interviews are coordinated and arranged with the Career Services Office.

Services for Students with Disabilities
Services for Students with Disabilities (SSD) facilitates the provision of academic accommodations for eligible students with documented disabilities. Disability-related accommodations address the need for both program access (i.e., exam accommodations, note taking, interpreters, alternative format course materials, etc.) and physical access. Verification of the need for accommodations is based on current disability documentation provided by the student. Students with disabilities who wish to request accommodations must provide disability documentation to the SSD Office and make their requests known in a timely manner so that arrangements for accommodations can be initiated. Testing rooms are available for individual testing accommodations. Information about required documentation and procedures for arranging services can be obtained by contacting the SSD Office or visiting the SSD website at www.uwec.edu/ssd.

Services for Students with Disabilities Project AIM (Ability in Motion)
Project AIM is a Student Support Services program funded by a TRIO grant from the U.S. Department of Education. Due to federal eligibility requirements, the students served must have a documented disability. Goals of the project are focused on promoting academic and career success of participants. Project AIM provides a variety of supplemental services for eligible participants, including student-specific advising, career exploration, financial literacy, free tutoring, mentoring, leadership development, and a variety of cultural and educational activities. Some students qualify for additional federal grant aid based on their participation in the program. Further information may be obtained from the SSD Office or by visiting the Upward Bound website at: www.uwec.edu/upbound.

Student Support Services
Funded by a TRIO grant from the U.S. Department of Education, the Student Support Services program provides a variety of supplemental services for qualified students. Due to federal eligibility requirements, the students served must have a documented disability. The staff assists eligible students in assessing their academic skills and in developing individual goals that promote their academic and career success. The program provides participants with free tutoring, career exploration opportunities, comprehensive academic advising, mentoring services, graduate school preparation, financial aid information, and a variety of educational activities. Some students qualify for additional federal grant aid based on their participation in the program. Further information may be obtained from the Student Support Services staff.

Upward Bound
Upward Bound is a federal TRIO program awarded to UW-Eau Claire by the U.S. Department of Education. All participants are from high schools in Eau Claire. Most students are recommended by school counselors during the last semester of middle school. Once enrolled in the program, students continue through high school graduation. The program serves 63 promising high school students who face barriers to the completion of high school and the attainment of post-secondary education. During the academic year, students receive tutoring, counseling, and study skills support. The summer six-week residency program, for which students receive high school credit, provides an academic core enhanced with field trips and cultural, social, and athletic activities. Upward Bound develops career exploration and decision-making skills and assists students in selecting appropriate post-secondary educational options. Assistance is given in completing college admission and financial aid applications. Further information may be obtained from the Upward Bound Office or by visiting the Upward Bound website at: www.uwec.edu/upbound.

William J. and Marian A. Klish Health Careers Center
The William J. and Marian A. Klish Health Careers Center is a specialized career center for students who are interested in a career in the health sciences. The resources available through the Health Careers Center help students explore a wide range of health careers and create a personalized, interdisciplinary pathway to graduation and admission to professional schools. UW-Eau Claire offers pre-professional programs in Pre-Medicine, Pre-Veterinary Medicine, Pre-Physician Assistant, Pre-Dentistry, Pre-Physical Therapy, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Optometry, and Pre-Chiropractic. The Health Careers Center offers resources for academic and health career advising, connections to health-related clinical, research and volunteer opportunities, and workshops designed to build effective tools for career development and competitive applications. Further information may be obtained by visiting the Health Careers Center Web site at: https://www.uwec.edu/academics/institute-health-sciences/health-careers-center/