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 (http://www.uwec.edu/connect/advising/orientation).

Academic Testing: The Academic Testing office administers English, mathematics, and foreign language placement tests for the University. National tests, including the ACT, GRE-subject, LSAT, College Level Examination Program (CLEP) and MAT, are also administered by Academic Testing. Students required to complete Educational Testing Service computer-based tests such as the PRAXIS/CORE, GRE or TOEFL exams register for a test using links found on the Academic Testing website. Advance Placement, International Baccalaureate and DANTES results are also processed by this office. Visit the website (http://www.uwec.edu/testing).

New Student Orientation:

First Year Students

All new freshmen are required 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. During freshmen Orientation, 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.

Transfer Students

Orientation sessions for transfer students who are starting in fall begin the end of March and continue throughout the summer. Sessions for transfer students starting in spring semester are held from late October through January.

Transfer Orientation programs are flexible, with programs being offered on campus, over the phone, or via Skype. The UWEC Office of Admissions performs the initial transfer evaluation once a student has applied and been admitted. Academic and Faculty Advisors help transfer students understand policies and procedures related to transferring and identify transfer course issues students need to address to best use their transfer work in meeting UW-Eau Claire’s requirements.

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.

Questions regarding orientation programs should be addressed to the Coordinator of New Student Orientation & Programs. Visit the website (http://www.uwec.edu/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 Blueprint 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 (http://www.uwec.edu/fye).

Nontraditional Student Services: Nontraditional students comprise an important component of the University’s student body. The nontraditional student services coordinator 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 services coordinator. Visit the website (http://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 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 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 a major will be assigned an Academic Advisor from that cluster and a Faculty Advisor in their specific major. (Some majors may assign Faculty Advisors after students are admitted to their program.) To view the majors in each cluster visit the website (http://www.uwec.edu/connect/advising/advising-models/le-track).

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 they can begin to work with an advisor that is more connected to a set of specific majors. Once a student declares a major, they will be assigned a Faculty Advisor in that major.
Students who wish to change their major, minor or certificate must first consult with an Academic Advisor, so students should plan ahead. If a student switches to a new major that is in the same advising cluster, their Academic Advisor will remain the same, but a new Faculty Advisor may be assigned to reflect the student’s new major. If a student switches to a new major that is outside of their current advising cluster, they will be assigned to a new Academic Advisor and a new Faculty Advisor.

**Roles of Academic and Faculty Advisors:**

**Academic Advisors:** An Academic Advisor provides holistic and comprehensive academic and career advising for students in a specific advising cluster. They provide students with guidance regarding course selections, graduation requirements, major exploration, academic policies and procedures, referrals to other campus resources, and High Impact Practices. Academic Advisors collaborate with Faculty Advisors and Career Counselors to serve students.

**Faculty Advisors:** A Faculty Advisor provides ongoing consultation for the student on long-range academic and career plans, monitors progress towards specific major degree requirements, assists in the selection of major courses, and connects students to High Impact Practices available in the department/field. Students are encouraged to meet with their Faculty Advisor each term to discuss major-related related opportunities. Faculty Advisors collaborate with Academic Advisors and Career Counselors to serve students.

Academic and Faculty Advisors are available to provide additional assistance to specific populations and collaborate with other offices to effectively serve students.

Students must see an Academic Advisor at the following times:

- Students must meet with their Academic Advisor prior to registration for the fall and spring semester. Students are also encouraged to discuss summer and winterim courses with their Academic Advisor.
- All readmitted students must meet with an Academic Advisor prior to registering.
- All new transfer students must meet with an Academic Advisor prior to registering.
- All students must meet with their Academic Advisor prior to withdrawing from a class or withdrawing from the university.
- Students should meet with their Faculty Advisor to discuss major-related High Impact Practices (such as internships, Service-Learning, research, study abroad, National Student Exchange, etc.) and major course selection that may affect future career or academic opportunities.

**Advising Responsibilities**

**Student Responsibility**

It is the responsibility of all advisees to:

- Meet with their Academic Advisor at least once per semester.
- Read and respond to all emails and text messages sent from Academic and Faculty Advisors in a timely manner.
- Be prepared for meetings with their 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 their own academic records.
- Develop plans for achieving academic, career and personal goals.
- Utilize their Academic and Faculty Advisors to address questions about High Impact Practices (such as internships, Service-Learning, research, study abroad, National Student Exchange, etc.).
- Utilize their Faculty Advisor to address questions about opportunities in the major, major courses and the influence on career choices, and educational opportunities beyond your undergraduate degree.
- After registering for their final term, apply for graduation on MyBlugold CampS.
- See their Academic Advisor, Faculty 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 Academic and Faculty Advisors to:

- Be accessible to students on a regular, predictable basis.
- Encourage students in self-direction, learning, and assuming responsibility for their own educational plans.
- Reinforce the responsibilities of students.
- Assist students with course selections.
- Help students with academic and career planning and re-evaluate plans regularly.
- Empower students to achieve academic, career and personal goals.
- Know graduation requirements and other institutional policies outlined in the 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.

**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 (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, resume and cover letter reviews, networking coaching, interview preparation, and salary negotiation. 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 (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 upcoming career events. They can also participate...
in on-campus interviews and receive invitations to employer information sessions.

**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
- Nursing and Health Care Professionals Fair — fall semester
- Chippewa Valley Connect — spring semester
- Educators Job Fair — spring semester
- Part-time Job Fair—fall and spring semesters
- 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 (http://www.uwec.edu/sss).

### 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 participation in the program. Further information may be obtained from the Services for Students with Disabilities Office staff.

### Center for Service-Learning

All candidates for the baccalaureate degree at the University of Wisconsin-Eau Claire must satisfactorily complete 30 hours of approved service-learning activity. UW-Eau Claire’s Service-Learning requirement fosters habits of public engagement and service to society. This requirement is intended to provide students with an opportunity to serve their community, apply knowledge gained in the classroom, enhance their critical thinking skills, and become informed, active, and responsible citizens. The Center for Service-Learning works with community partners to create meaningful projects for students and helps students and staff to develop projects. Visit the Service-Learning website (http://www.uwec.edu/sl) for information on available projects, the completion procedure, and a link to the Service-Learning Guidebook. For more information, view the University Graduation Requirements. The Community Action Fair is held within the first few weeks of the fall and spring semesters. At this come and go event, community partners come to the fair with the expectation of talking directly to students about volunteer, service-learning, internship or job opportunities they have at their specific organizations.

### 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 be from a low-income household, be a first-generation college student, or 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. Visit the SSS website (http://www.uwec.edu/sss).

### 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 (http://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 website (https://www.uwec.edu/academics/institute-health-sciences/health-careers-center).