

### Advising Syllabus

The information on this sheet is not all inclusive. Students are responsible for the information in the UWSP online Course Catalog.

<b>Expectations of Students</b>		<b>4 Year Advising Planner</b>
<ul style="list-style-type: none"> <li>Learn UWSP policies, procedures and graduation requirements</li> <li>Meet with an adviser each semester to receive approval and electronic authorization for your course choices in order to register for classes</li> <li>Inform your Adviser &amp; professors of personal values, goals &amp; special needs</li> <li>Accept responsibility for your decisions</li> <li>Realize that it is ultimately <u>your</u> responsibility to meet all university requirements, rules, and regulations (adapted from the UWSP Faculty/Staff Handbook)</li> </ul>		<p><b>Freshman</b></p> <ul style="list-style-type: none"> <li>Become familiar with the campus See Referral on back side &gt;</li> <li>Attend one Initial Advising Session</li> <li>Complete Calculus for Major (Math 109 for Bus &amp; Econ) (Math 111 or 120 for Acct)</li> <li>Navigate My Point - Print your Degree Progress Report (DPR)</li> <li>Get Involved and Network - Student organizations - Study groups, campus jobs - Volunteering, sports</li> </ul> <p><b>Sophomore</b></p> <ul style="list-style-type: none"> <li>Have reasonable goals - Know my in-major GPA - Calculus grade - Econ 210/ Acct 210 grades - Review course descriptions for major - Discuss options with adviser - Become aware of your academic strengths, weaknesses, opportunities and threats (SWOT)</li> <li>BUS majors decide on minor/ area of concentration or double major</li> </ul> <p><b>Junior</b></p> <ul style="list-style-type: none"> <li>Internship Preparation - Go to UWSP Career Services - To apply for a DBE Internship contact: Dr. Gary Mullins, Internship Director - Identify job skills needed - "Market" Business coursework - Network in areas of interest - Consider International Programs - Apply for summer internship</li> <li>Bus &amp; Econ International Programs - China Summer Internship - London/Germany Internships - Europe Summer Retailing Tour - Peru Semester Internship</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>Career Preparation - Utilize UWSP Career Services - Research employers - Do professional networking - Practice interviewing skills - Consider grad school - Ask profs for recommendation letters - Write cover letters &amp; submit applications - Send thank you cards</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>Adjust schedule – drop / add courses</li> <li>Set a study schedule to meet goals</li> <li>Ask professors about tutoring for difficult courses</li> </ul>	
Week 2 Add/Drop Period Ends	<ul style="list-style-type: none"> <li>Deadline to drop course without a "W" grade</li> <li>Class Add/Drop Period - ends 8th day of school</li> </ul>	
Week 3	<ul style="list-style-type: none"> <li>Review "Academic Info" in UWSP Catalog</li> <li>Be aware of campus resources (UWSP Directory)</li> </ul>	
Week 4	<ul style="list-style-type: none"> <li>Review Degree Progress Report (DPR) on My Point</li> </ul>	
Week 5 Timetable is available online	<ul style="list-style-type: none"> <li>Attend an "Initial Advising Session" your first semester at UWSP - learn how to register</li> </ul>	
Week 6		
Week 7	<ul style="list-style-type: none"> <li>Attend "Intro to Major" to add major to your DPR</li> <li>Dates, times &amp; locations of sessions are posted on bulletin board outside Bus Advising Office, CPS 476</li> </ul>	
Week 8		
Week 9 Academic Advising Begins	<ul style="list-style-type: none"> <li>During weeks 9-12 attend one Group Advising session to get permission to register if assigned to "Bus Dept Chair", "Group-PeerAdvsr" or "Group-Trainer" on your DPR. 1x1 peer advising is also available</li> </ul>	
Week 10 Deadline to drop 16-week course	<ul style="list-style-type: none"> <li>To drop courses and get a "W" grade, pick up a Drop Form at the Reg &amp; Rec Office, SSC 101 and get the signatures of your professor and adviser on the form</li> </ul>	
Week 11	<ul style="list-style-type: none"> <li>Ensure that you have met with at least one of the advisers listed on your DPR for permission to register before your Official Registration Time</li> </ul>	
Week 12 Course Registration Begins	<ul style="list-style-type: none"> <li>At your Official Registration Time go to My Point to register for next semester courses</li> <li>Seniors begin registering week 12 (mid-Nov. for *winterim &amp; spring courses and mid-April for *summer &amp; fall courses)</li> <li>Deadline for \$100 Registration Deposit *No adviser permission is required to register for winterim and summer courses; however, a \$100 deposit is required</li> </ul>	
Week 13		
Week 14 Regular Registration Period Ends	<ul style="list-style-type: none"> <li>For course waitlists contact the professors</li> </ul>	
Week 15	<ul style="list-style-type: none"> <li>Final Exams - Good Luck!</li> </ul>	
<b>Additional Information</b>		
<ul style="list-style-type: none"> <li>*Winterim Courses <ul style="list-style-type: none"> <li>January – first 3 weeks (8:00-noon Monday - Friday)</li> </ul> </li> <li>UWSP Career Services Job Fair <ul style="list-style-type: none"> <li>February</li> </ul> </li> <li>Spring Break <ul style="list-style-type: none"> <li>March – 3<sup>rd</sup> Week</li> </ul> </li> <li>Division of Bus &amp; Econ Awards Banquet <ul style="list-style-type: none"> <li>April</li> </ul> </li> <li>*Interim Courses <ul style="list-style-type: none"> <li>May – last 2 weeks (8:00-noon Monday - Friday)</li> </ul> </li> <li>*Summer Courses <ul style="list-style-type: none"> <li>Begins 2<sup>nd</sup> week of June (8 week period - class times vary)</li> </ul> </li> </ul>		
*No adviser permission is required to register for Winterim, Interim and Summer courses		

Advising Checklist - Division of Business & Economics (DBE)

<u>Division Chair</u> <b>Dr. CR Marshall</b> 422 CPS 715-346-2728	<u>Academic Dept. Associate</u> <b>Ms. Erika Staven</b> 422 CPS 715-346-2728	<u>Internship Director</u> <b>Dr. Gary Mullins</b> 436 CPS 715-346-3906	<u>Advising Director</u> <b>Ms. Sally Trainer</b> 476 CPS 715-346-2384	<u>Peer Advisers</u> <b>DBE Students</b> 415 CPS 715-346-3391
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\_\_\_ **Peer Advising Goal** – Assist DBE majors in choosing appropriate GDR courses for their next semester at UWSP. Advising Time Limit - 20 minutes plus 5 additional minutes for students to complete an evaluation form.

\_\_\_ **Peer Advising Brochure** – Includes information about questions peer advisers are not trained to answer.

\_\_\_ **Students' Responsibility** - Provide DPR and list courses for next semester on a separate sheet of paper.

\_\_\_ **Student's Degree Progress Report** Student provides, adviser reviews before answering questions.

\_\_\_ **Verify BS or BA** Student can change their degree on MyPoint - computer lab assistants can show how.

\_\_\_ **General Degree Requirements (GDR)** Highlight on Degree Progress Report the categories that say "No" along with the "COURSE LIST" below the categories. Also, highlight on the GDR Worksheet three items:

1. BA/BS heading 2. GDR Categories (left margin) 3. Course Section boxes they can choose courses from

\_\_\_ **Grade Point Averages** Circle where their in-major GPA is (or will be) and where their overall GPA is.

\_\_\_ **"Additional University Requirements"** Explain - #2 the 40 Credit Rule and #3 the 120 Credit Rule.

\_\_\_ **Course Syllabi** In your email click Public Folders on the side menu. Expand the Course Info. folder and then the Syllabi folder. Choose a division and a course. If a syllabus is not there see Ms. Erika Staven 422 CPS for a hard copy.

\_\_\_ **Internship Information & Resumes** Career Services Ms. Lorry Walters, 134 Old Main Bldg 715-346-3226 To apply credits toward major-Dr. Gary Mullins, Internship Director 436 CPS 715-346-3906 [gmullins@uwsp.edu](mailto:gmullins@uwsp.edu)

\_\_\_ **Repeating Courses** Students will need to wait until the registration period ends December 8 to request permission from the DBE Chair or Advising Director to repeat DBE courses: ACCT, BUS, & ECON in which they received D or F grades. Students will also need permission from one adviser listed on their Degree Progress Report to repeat courses. For non-Division of Bus & Econ courses, the student will need to contact those departments for their specific repeat policies. All "repeats" however, require two authorizations: Department and Adviser.

\_\_\_ **Permission Required (PR) Courses** that have a red "PR" listed in the Timetable require the professor's permission before students can register for those particular courses. First, students need to verify they have the course prerequisites, then email the professor their Degree Progress Report, ID #, the course # and section # .

-- Contact the professor as soon as possible. Permission is granted, first come, first serve.

\_\_\_ **Waitlist** For DBE courses: ACCT, BUS & ECON, students must wait until after their official registration time to submit a waitlist request. Forms will be available outside the DBE Office 422 CPS. After registering for next semester's courses, staple an updated Degree Progress Report and next semester's class schedule to the form. Submit documents in the drop box outside 422 CPS within 3 days after your official registration time. DBE professors maintain their own waitlists. They will review your request by the last day of classes and inform you of their own waitlist policy.

-- For non-DBE courses please contact those departments for their waitlist policy and procedure.

-- For Math Courses Waitlist, contact the Math Dept 715-346-2120, SCI B246

\_\_\_ **Advising Syllabus, Student Referral & Advising Guides** are displayed outside the Advising Office 476 CPS

\_\_\_ **Walk-in Advising Hours** will vary. Hours will be posted by 10:00 AM on Mondays during weeks 3-9 for general advising in 476 CPS and during weeks 9-14 for Peer Advising in 415 CPS. Please bring a recent Degree Progress Report.

\_\_\_ **Credit Overload** Permission for 18, 19, or 20 semester credits can be granted after the registration period ends (Week 15, ~2<sup>nd</sup> week of December or May) by the DBE Chair or Advising Director, if students have 3.00+ in-major GPA.

\_\_\_ **Evaluations** You comments & suggestions are used to improve DBE advising services. Submit form to 476, CPS.

Student ID #	Print Last Name	First Name	Signature
Adviser Notes		DBE Adviser's First Name	Date
Peer Adviser Checklist			