



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

COLLEGE OF EDUCATION,  
HEALTH & HUMAN SCIENCES

## Academic Advising Syllabus (Fall 2019)

### Office of Advising and Student Services Mission

The mission of the Office of Advising and Student Services is to foster a learning environment that promotes diversity and student success through individualized advising and purposeful student interactions. We partner with faculty and the campus community to facilitate the holistic development of self-directed, life-long learners.

#### Advising Policy

All students with fewer than 30 credit hours at UTK are required to meet with an advisor during each tracking semester. Students in good standing with more than 30 hours at UTK are required to meet with an advisor once per year. (Students following an Arts & Sciences degree plan will follow these guidelines until they have 45 hours complete rather than 30.) Students whose ID numbers end in an even digit are required to meet with an advisor in the fall. Students whose ID numbers end in an odd digit are required to meet with an advisor in the spring.

#### Who is My Advisor?

New students are assigned an academic advisor in the CEHHS Office of Advising and Student Services. You can find the name and email address for your assigned advisor on the left side of your MyUTK homepage. If you need assistance, please call 865-974-8194.

#### Scheduling Appointments

Appointments are the primary means of meeting with an advisor. Appointments are typically 30 minutes and must be scheduled in advance. Appointments can be scheduled online using the link to Grades First that you will receive from our office at the beginning of each fall and spring semester. This email will include a link that will allow you to register for one 30 minute appointment with your advisor. Additional information about scheduling your appointment can be found online at [CEHHS Office of Advising and Student Services](#).

#### uTrack

Universal Track (uTrack) is an academic monitoring system designed to help students stay on track for timely graduation. In order to remain on track, students must complete the minimum requirements for each tracking semester known as milestones. Universal Track requirements affect first-time, first-year, full-time, degree-seeking students and first-time transfer students.

Fall 2018 Important Dates	
Send AP, Dual Enrollment, and/or Transfer Credit to UT Admissions	August 1, 2019
Payment Deadline	August 19, 2019
Classes Begin	August 21, 2019
Last day to add, change section, or drop courses without a "W" (full session courses)	August 30, 2019
Submit any petitions for review to EHHS Student Services (332 BEC)	September 15, 2019
LOOK FOR ADVISING CAMPAIGN EMAIL WITH APPOINTMENT INFO	Late August 2019
Fall Break	October 17-18, 2019
Last Day to drop with a "W" (full session courses)	November 12, 2019
Thanksgiving Break	November 27—Dec. 1
Last Day of Classes/Total Withdrawal Deadline	December 4, 2019
Final Exams	December 6-12, 2019

### CEHHS

**Office of Advising and  
Student Services**  
**332 Bailey Education**

[Office of Advising and Student  
Services](#)

[Campus Resources](#)

## Advising 2020: The Volunteer Experience

The Volunteer Experience is a new university-wide advising model that integrates academic and career advising with self-development and experience learning. The new model, included below, consists of four major components: Self Exploration, Career Exploration, Experience Learning and Academic Planning. Your CEHHS advisor will help guide you through the process.



### **As a UT student, I will:**

- Discuss my experience at UT with my advisor.
- Understand that advising is a joint responsibility with my advisor and that I am responsible for making academic decisions.
- Reflect on my strengths, interests, and values as I co-create my academic plan with my advisor.
- Use the tools my advisor provides me to prepare for each advising session and follow through on referrals made at subsequent appointments.
- Know curricular requirements, academic standards, and academic milestones related to my intended/ chosen academic program in order to graduate in a timely fashion.
- Be deliberate in selecting General Education courses, choosing them for the knowledge and skills they help me develop and the opportunity they provide to further explore my academic and career interests.
- Utilize the career and professional development opportunities available as well as on-campus support for the identification and exploration of experience learning, leadership, and career paths.

### **As your Academic Advisor, I will:**

- Serve as your guide. As we learn about each other, we will build a mutual rapport and trust.
- Help you explore your strengths, interests, and values to make the most of your Volunteer experience.
- Introduce you to resources on campus that will allow you to explore career and major opportunities.
- Help you confirm your major and/or career choice and prepare for your future through experiential learning (i.e. internships, leadership opportunities, engagement in your academic discipline, service-learning, etc.).
- Encourage you to engage holistically in your college experience (academically, socially, culturally, and professionally) preparing you for a life of learning in a diverse and global society.
- Support you as you develop an academic plan that is consistent with your aspirations, interests, strengths, and values.
- Encourage you to celebrate your success while challenging you not to be satisfied until you achieve your full potential.