

**University Advising Center (UAC)**  
**Advising Syllabus – Fall 2007**

**Academic Advisor**      Joel Sweeney

**Contact Info**            145 Strong Hall  
785-864-4351  
[joelsw@ku.edu](mailto:joelsw@ku.edu)

**Office Hours**            How to Get an Advising Appointment with Joel and other stuff:

1. Call the University Advising Center at (785) 864-2834 and schedule an Appointment with Trevor Loney (he is the one who is training me). Make sure that you tell the person who is booking the appointment to make a note that you are one of Joel's students. If they get confused just tell them that Trevor will know what that means.
2. Email me at [joelsw@ku.edu](mailto:joelsw@ku.edu) and tell me when the appointment is.
3. DO NOT SCHEDULE AN APPOINTMENT FROM 10AM-NOON ON WEDNESDAYS...I have staff meetings. OR AFTER 3:30pm ON MONDAY WEDNESDAY and THURSDAYS...I have class.
4. Show up to Strong Hall Rm 126 to check in.
5. Bring a current ARTS form and some idea of what classes you want/need to take.

*It is important to be on time for appointments – if you are late 10 minutes or more, you will need to reschedule.*

**Required Materials**

- University Catalog (received at orientation – on-line at [www.ur.ku.edu/Acadpub/ugradcat/index.shtml](http://www.ur.ku.edu/Acadpub/ugradcat/index.shtml))
- Orientation Guide/Graduate in 4 (received at orientation)
- ARTS form (on-line at [www.artsform.ku.edu](http://www.artsform.ku.edu))
- E-mail account that you check regularly

*All advisors in the UAC are cross-trained and can assist students in learning about and exploring any major at KU. Each advisor, however, serves as a liaison to certain academic areas across campus and is a part of a team of advisors serving students with similar academic interests. My liaison areas include: **School of Pharmacy, Disability Resources, and the University Career Center (UCC), and I am part of the Health Professions Advising Team.***

The mission of the **University Advising Center** is to help students take ownership of their education by:

- Providing accurate and personalized academic information;
- Educating students about their academic responsibility;
- Helping identify and integrate the many resources of the University; and
- Assisting and advocating for students as they experience a variety of college transitions.

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**Important Note:** Because email is an official form of University communication, **advisors in the UAC use email as the primary means of contacting students.** For more information on email, please see the Academic Computing Services (ACS) website at [www.ku.edu/acs/email](http://www.ku.edu/acs/email) or contact them at 785-864-0200.

**Graduate in a Timely Manner**

Meet with your advisor if you are interested in developing a four year (or timely) graduation plan. You should request an hour-long appointment.

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**Advising Dates**

**Sept. 25th**     **2007 Majors Fair—Kansas Union Level 4; 11a.m. to 2 p.m**

Early Oct.     Call to schedule advising appointment for Spring 2008 enrollment – 785-864-0176.

Early Nov.     Meet with advisor if you have not already done so.

**Academic Calendar**

October 11     Fall break begins  
October 15     Fall break ends (classes resume)  
Nov. 21        Thanksgiving break begins  
Nov. 26        Thanksgiving break ends (classes resume)  
December 6    Last day of classes  
December 7    Stop day  
December 10   Finals begin  
December 14   Finals End

**Academic Success Workshops (All sessions are held 4:30 to 5:30 p.m.)**

September 24   Manage Your Time/Manage Your Life—4071 Wescoe Hall  
September 25   Developing Your Study Skills—307 Strong Hall  
September 26   Doing Your Best on Tests—4071 Wescoe Hall  
October 16       Doing Your Best on Mid-Term Exams—307 Strong Hall  
November 27    How to Study for Finals—307 Strong Hall

**Add Drop/Withdraw/Credit No-Credit Calendar**

September 14   Credit/No Credit option begins (\*\*see additional information)  
September 27   Credit/No Credit option ends  
November 12    Last day to drop a class (\*see additional information)  
November 12    Last day to withdraw from all classes (\*\*\*)see additional information)

**\* If dropping a course puts you below 12 credit hours.** Before dropping a course that would put you below 12 credits, you need to make appropriate arrangements with a variety of departments depending on your circumstances (financial aid, housing, health/auto insurance, fraternity/sorority membership). Please be sure to contact your advisor if you are considering dropping below 12 hours.

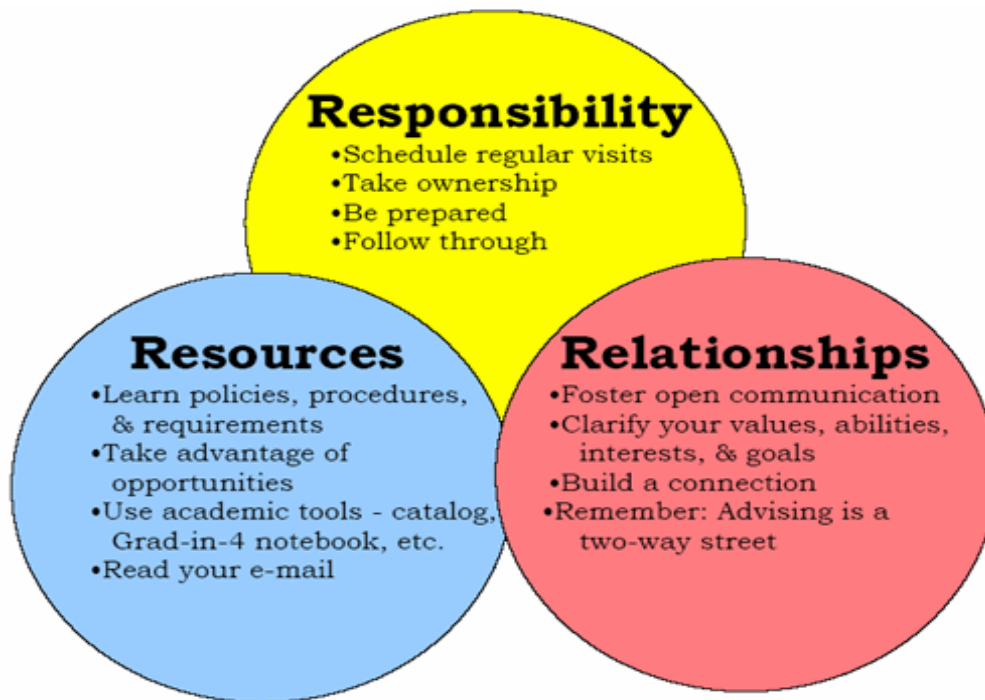
**\*\* Credit/No Credit is a grading option.** Although many students refer to it as “pass or fail,” it is not. To earn credit (CR) for a course, you must earn a grade of C- or higher, in the course. Earning a D or F will result in no credit (NC) given. Neither CR nor NC will affect your GPA. **YOU CANNOT USE CR/NC OPTION FOR REQUIRED MAJOR COURSES.** The policies of professional schools vary regarding Credit/No Credit, so please consult with your advisor before selecting this option.

**\*\*\* Withdrawing from the University.** If you no longer wish to be enrolled at KU, please talk with your advisor before leaving. Your advisor can assist you in understanding the appropriate paperwork required at the time of withdrawal and help you make educational plans for the future. **THE ENROLL& PAY SYSTEM WILL NOT ALLOW YOU TO WITHDRAW FROM ALL YOUR CLASSES ON-LINE.**

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**Resources**

Academic Calendar & Classes—Timetable	<a href="http://www.timetable.ku.edu">www.timetable.ku.edu</a>
Advising—University Advising Center	<a href="http://www.advising.ku.edu">www.advising.ku.edu</a>
Careers for Your Major—University Career Center	<a href="http://www.ucc.ku.edu/majorexploration">www.ucc.ku.edu/majorexploration</a>
<b>Choosing A Major—September 25, 2007 Annual Majors Fair, 10-2, KS Union Level 4</b>	<a href="http://www.advising.ku.edu/programs/majorsfair.shtml">http://www.advising.ku.edu/programs/majorsfair.shtml</a>
COMS Exemption	<a href="http://www.ku.edu/~coms/undergrad_130exemption.htm">www.ku.edu/~coms/undergrad_130exemption.htm</a>
Counseling and Psychological Services	<a href="http://www.caps.ku.edu">www.caps.ku.edu</a>
Disability Services—Academic Achievement & Access Ctr	<a href="http://www.achievement.ku.edu">www.achievement.ku.edu</a>
Math Help Room—Kansas Algebra Program	<a href="http://www.math.ku.edu/kap">www.math.ku.edu/kap</a>
On-line Resources—UAC for a handout or checklist	<a href="http://www.advising.ku.edu">www.advising.ku.edu</a>
Pre-Law Advising	<a href="http://www.prelaw.advising.ku.edu">www.prelaw.advising.ku.edu</a>
Pre-Medical Professions Advising	<a href="http://www.medadvising.ku.edu">www.medadvising.ku.edu</a>
Study Abroad	<a href="http://www.ku.edu/~osa">www.ku.edu/~osa</a>
Student Employment—University Career Center	<a href="http://www.ucc.ku.edu">www.ucc.ku.edu</a>
Student Involvement and Leadership Center	<a href="http://www.ku.edu/~silc">www.ku.edu/~silc</a>
Writing Center	<a href="http://www.writing.ku.edu">www.writing.ku.edu</a>
Tuition	<a href="http://www.registrar.ku.edu">www.registrar.ku.edu</a>
Transfer Credit	<a href="http://www.admissions.ku.edu/credit/transfer.shtml">www.admissions.ku.edu/credit/transfer.shtml</a>
Tutoring—Academic Achievement and Access Center	<a href="http://www.achievement.ku.edu">www.achievement.ku.edu</a>



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**KU  ADVISING**

**The Advising Network**