

Animal Sciences

Advising Syllabus

This syllabus is designed as a guide for you to have a better understanding of the advising process during your time at the University of Kentucky. Students are required to schedule and attend an advising appointment each semester prior to registering for courses. Please refer to this document before each advising appointment.

Academic advising is a collaborative effort between student and advisor, both having responsibilities.

Student responsibilities:

- **Acquaint** yourself with your advisor, and their office location.
- Check your **university email account** (yourlink blueID@uky.edu) regularly for updates from your advisor and the CAFE advising resource office.
- Schedule and keep **appointments** with your advisor in a timely manner throughout your academic career, so as to avoid seeking advising only during busy registration periods.
- Come to advising appointments **prepared**.
- **Check your Degree Audit** periodically to track your progress toward graduation and contact your academic advisor if you have questions.
- Seek assistance as soon as a problem arises. **Do not wait!**
- **Identify** policies and dates relevant to your academic success (drop dates, repeat option, applying for degree, etc.)

Advisor responsibilities:

- Provide an **overview** of curriculum, major and minor options.
- Provide **accurate** information about educational options, requirements, policies and procedures.
- Help students **plan** their educational program and monitor and evaluate their educational progress.
- Help students **develop** academic and career goals.
- **Assist** students with methods for working through academic issues.
- Role model **professional behavior** for students.
- Maintain **confidentiality** per University and Federal guidelines and make **referrals** to university support services (tutoring, counseling, etc.) as needed.

Animal Sciences Advisors:

- Dr. Debra Aaron, 859-257-7553, daaron@uky.edu
- Dr. Tayo Adedokun, 859-257-3821, tayoadedokun@uky.edu
 - Dr. David Harmon, 859-257-7516, dharmon@uky.edu
 - Dr. Laurie Lawrence, 859-257-7509, llawrence@uky.edu
 - Ann Leed, 859-257-2465, ann.leed@uky.edu
 - Dr. Kristine Urschel, 859-257-7748, klurschel@uky.edu
 - Dr. Eric Vanzant, 859-257-9438, evanzant@uky.edu

Pre-Vet Advisors:

- Dr. Roberta Dwyer, 859-218-1122, rmdwyer@uky.edu
- Colette Tebeau, 859-257-7551, colette.tebeau@uky.edu

Do I need a scheduled advising appointment or will drop-in advising or e-mail meet my needs?

Scheduled Appointment

- 30 to 45 minutes
- More involved questions requiring research or detailed discussion such as:
 - Long-term academic/degree planning (4 year plans)
 - Goal-setting
 - Changing major
 - Adding a 2nd major or minor
- Academic difficulty

Drop in Advising

- 5-10 minutes, first come-first served, may involve a wait
- Brief guidance on issues such as:
 - Dropping or withdrawing from a course
 - Schedule questions
 - Policies
 - Registration questions

E-Mail

- Unsure if you need an appointment or drop-in
- Quick Question - doesn't need immediate response
 - Dropping or withdrawing from a course
 - Schedule questions
 - Policies
 - Registration questions
- When emailing your advisor include your full name and student ID number

Important Resources:

- Academic Ombud, www.uky.edu/Ombud
- CAFE Center for Student Success, Ag Science Building, Rm. N24, 859-257-3468
- Disability Resource Center <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>
 - James W. Stuckert Career Center, www.uky.edu/CareerCenter
 - MyUK Help Desk, www.uky.edu/UKIT/218-HELP, 218help@uky.edu
 - Office of Student Involvement, www.uky.edu/GetInvolved
 - Student Rights and Responsibilities, www.uky.edu/StudentAffairs/Code
 - Transformative Learning, www.uky.edu/AE/
- University of Kentucky Counseling Center, www.uky.edu/StudentAffairs/Counseling
- University Registrar (University bulleting, major sheets, University calendar) www.uky.edu/Registrar

How to make an advising appointment on myUK

- Log onto myUK at <https://myuk.uky.edu>
- Select myInfo, then myAppointments
- Select College of Ag, Food and Environment
- Select your advisor

Advising Appointment Tips:

Before:

- Determine if you need a 30-minute individual appointment or your question can be answered at drop-in advising
- Schedule an appointment via myUK
- Familiarize yourself with the academic calendar and be aware of all university and departmental deadlines
- Review your Degree Audit
- Review online course catalog and add potential courses to your planned courses section in the plan and register tab on myUK
- Check myUK for any holds on your account (besides your advisor hold)
- Fill out and print any necessary paperwork
- Come prepared with your questions written down

During:

- Show up on time (if you need to cancel your appointment notify your advisor).
- Turn off or silence your cell phone.
- Be open with your advisor on how things are going at school and in your classes
- Ask questions if you don't understand something and find out when your registration window opens.
- Be willing to share more about yourself so we can better understand your goals and interests both inside and outside the classroom.
- Ask questions about how to get involved in extracurricular opportunities related to your major (internships, campus organizations, etc.)

After:

- Keep a record of the information you learned in your advising appointment.
- Complete any necessary follow up steps (advisor hold lifted, paperwork, appointments, etc.)
- Register for courses when your registration window opens.
- Send follow up questions by email.
- Ask for referrals - advisors are your link to resources across campus designed to facilitate your success.

Advising Calendar

August

- Fall semester begins
- Changes to your schedule can be made during Add and Drop windows. See myUK for specific dates and times
- Contact your advisor if you need assistance changing your schedule before the last day to add a class deadline

September

- Labor Day Holiday
- Schedule appointment with your advisor if you are having difficulties in classes
- Take advantage of resources on campus (The Study, Counseling Center, Career Center, etc.)

October

- Schedule your priority advising appointment via myUK before your registration window opens (mandatory)
- Holds prevent you from registering for next semester classes. Be proactive and check for holds before registering
- Midterm exams and grades posted
- Spring class schedule available on myUK
- Enrollment for Spring semester courses begins

November/ December

- Enrollment for Spring semester courses (continued)
- Last day to withdraw from university or reduce course load on myUK
- Thanksgiving Holiday
- Final exams and grades posted
- Commencement
- Winter Break

January

- Spring semester begins
- Martin Luther King Jr. Holiday
- Changes to your schedule can be made during Add and Drop windows. See myUK for specific dates and times
- Contact your advisor if you need assistance changing your schedule before the last day to add a class deadline

February

- Schedule an appointment with your advisor if you are having difficulties in classes
- Take advantage of resources on campus (The Study, Counseling Center, Career Center, etc.)
- Schedule your priority advising appointment via myUK before your registration window opens

March

- Spring Break
- Schedule your priority advising appointment via myUK before your registration window opens (mandatory)
- Holds prevent you from registering for next semester classes. Be proactive and check for holds before registering
- Midterm exams and grades posted
- Summer and Fall class schedules available on myUK
- Enrollment for Summer and Fall semester courses begins

April

- Enrollment for Summer and Fall semester courses (continued)
- Last day to withdraw from university or reduce course load on myUK

May

- Final exams and grades posted
- Commencement

* For a more detailed university calendar, visit: <http://www.uky.edu/registrar/registrar-academic-calendar>