



Advising Syllabus

Academic Learning Center (ALC)
University of Northern Iowa

Kathleen.Peters@uni.edu
Lori.VanHooreweghe@uni.edu
Nick.Sullivan@uni.edu
Colice.Sanders@uni.edu
Jade.Horning@uni.edu

319-273-6023
319-273-6023
319-273-2179
319-273-2179
319-273-2179

Kathy Peters, Coordinator, AARS
Lori VanHooreweghe, Advisor, AARS
Nick Sullivan, Director, SSS
Colice Sanders, Advisor, SSS
Jade Horning, Advisor, SSS

Academic Learning Center Advising Statement

- The goal of the ALC advising programs is to increase student persistence and graduation. Advisors serve undergraduate students from all academic programs and classifications and maintain advising relationships from matriculation to graduation.
- Academic Achievement and Retention Services (AARS) and Student Support Services (SSS), a federally-funded TRIO program, collaborate to provide holistic advising focused on students' strengths.
- ALC advisors specialize in working with students from special populations, including first generation students, students with low incomes, transfer students, ethnic and racial multicultural students, LGBTQ students, non-traditional students, students in academic difficulty, student veterans, underprepared students, conditionally-admitted students, students with disabilities, and former foster youth.

Advising Process

- Complete an application for ALC Advising. You will be notified of your program and advisor assignment. Call our office to arrange your first appointment and begin developing your advising relationship.
- Schedule, reschedule, or cancel appointments by contacting our reception staff via telephone at 319-273-6023. Voice mail and e-mail are not effective methods for scheduling appointments.
- If you have an urgent concern, ask to speak to any available advisor. Advisor telephone numbers are listed on the side panel.
- Each time you visit an advisor, check in with the reception staff and sign into AccuTrack, our electronic tracking system. Remember to sign out of AccuTrack when you leave our office.
- Bring all relevant advising materials, financial aid documents, and questions to your appointments. Bring your syllabus and course materials if you have questions about a specific class.
- Monitor your UNI e-mail account because we often send mass e-mails through this system. If you do not check this account regularly, please forward your UNI e-mail to another account.
- We want to provide you with a good advising-learning fit. If you do not feel that you and your advisor are a good match, contact your advising program supervisor to discuss a change.

Academic Learning Center Mission

To inspire, challenge, and empower students to achieve academic success.

UNI Academic Advising Mission Statement

Academic advising is a critical component of the teaching and learning environment at UNI. Advising is a personalized educational experience, empowering students to explore, articulate and achieve their academic, career, and life goals.

Your Advising Relationship

ALC advisors develop student-centered advising relationships with their advisees to help them develop the skills and behaviors needed to become successful. Students receive individual, personalized attention on a regular basis, so they can capitalize on their college experiences.

You will ...	Your advisor will ...
Attend regular meetings, and maintain regular contact with your ALC advisor.	Meet with you, and remain available for questions.
Learn about University policies, procedures, and degree requirements; and utilize campus and community services.	Explain how the University functions, and refer you to campus and community resources to promote your success.
Create short- and long-term goals, and develop action plans to achieve them.	Guide you to make effective choices, and develop the strength to overcome your obstacles.
Contact your advisor for support when experiencing academic difficulties.	Teach you strategies to improve your grades, and refer you to professors and tutors as needed.
Attend mandatory midterm meetings to maximize your academic performance.	Request midterm academic performance information from instructors and review it with you.
Meet with your major advisor at least once every semester.	Collaborate with your major advisor to facilitate your success.
Develop a class plan, remove holds, pay u-bills on time, and register for classes.	Guide you during the course selection and registration process.
Achieve major GPA requirements, remain in good academic standing with the University by earning at least a 2.00 GPA, and maintain satisfactory academic progress for financial aid.	Monitor your grades, financial aid eligibility, and progress toward graduation; and suggest strategies for improvement.
Aspire to earn your highest grades to remain competitive for scholarships, internships, and future opportunities.	Challenge you to achieve your true academic potential, and inspire you to live your dreams.
Complete financial aid and scholarship applications and retain important academic and financial aid documents.	Assist you with completion of financial aid and scholarship applications, and keep your academic, financial, and personal information confidential.
Inform your ALC advisor of any challenges you have with any University faculty, staff, or students.	Encourage you to face challenges, and serve as your advocate in difficult situations.
Make informed decisions, and take responsibility and ownership for your choices.	Provide information and direction to empower you to make informed decisions.
Graduate within six years or less.	Celebrate your graduation and your achievements.

Academic Learning Center
007 Innovative Teaching and Technology Center (ITTC)
319-273-6023
<http://www.uni.edu/unialc/>

Advising Learning Outcomes

- Students will develop an understanding of university academic policies and procedures.
- Students will develop strategies to succeed academically at the University and graduate.
- Students will know basic concepts and resources related to or necessary for making sound financial decisions.
- Students will explore educational and career options to determine post graduate direction.
- Students planning to attend graduate school will learn how to research and apply for graduate programs.
- Students planning to enter the job market will learn how to research and apply for jobs.
- Students will identify and pursue opportunities for personal and professional development outside of the classroom.
- Students will develop self-awareness related to values, skills, interests, strengths and identity.

University Policies

Information about expectations for student conduct and other policy matters affecting students are described in the Student Handbook, located at <http://www.uni.edu/deanofstudents/handbook/>.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See <http://www.uni.edu/registrar/students/current-students/notification-of-rights-under-ferpa> for more information.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law. See <http://www.uni.edu/policies/1303> for more information.

The Americans with Disabilities Act of 1990 (ADA) provides protection from the illegal discrimination for qualified individuals with disabilities. Students requesting instructional accommodations due to disabilities must arrange for such accommodation through the Office of Disability Services, located at 103 Student Health Center. The telephone is: 319-273-2677 (voice); for deaf or hard-of-hearing use Relay 711.