

## Advising Syllabus for Transfer Students, 2009-2010

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(608) 265-5460 for appointments in all locations

[www.ccas.wisc.edu](http://www.ccas.wisc.edu)

### **Main office:**

10 Ingraham Hall, hours: 8:00a.m.–5:00 p.m. Monday–Friday

### **Residence Hall offices:**

Hours vary

Chadbourne Residential College, Room 101B

Witte Hall, Room 117/118

Ogg Hall, Room 1201A , also serving Smith Hall

Sellery Hall, Room 37

Bradley Hall, 1st floor, serving the Lakeshore area

### **The Exploration Center for Majors & Careers (EC):**

6 Ingraham Hall, hours: 9:00am-4:00pm, Monday–Friday, (608) 265-4497

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### **CCAS ADVISING PHILOSOPHY:**

At CCAS, our role is to help you find the information, self-knowledge, and experiences that will move your life in the directions you choose. CCAS advisors will not “prescribe” answers or programs to you. We encourage you to find academic areas that you enjoy and do well in. Extracurricular experiences are integral to career and academic development, and we encourage you to seek opportunities outside of the classroom. We believe academic advising is a collaborative process, and ultimately, you – the student – are responsible for your educational experience.

### **EXPECTATIONS OF STUDENTS:**

Your CCAS Advisor expects you to:

- schedule regular appointments and/or contacts during each semester
- come to appointments prepared with questions and/or topics to discuss
- accept responsibility for your decisions and actions
- be open to developing and clarifying your personal values and goals
- research college programs, policies, procedures, and opportunities as appropriate
- keep a record of your academic progress and goals
- be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)

### **EXPECTATIONS OF ADVISORS:**

You can expect your CCAS Advisor to:

- understand UW-Madison degree requirements, and effectively communicate them
- provide a safe space in which to share your thoughts, aspirations, concerns, and interests
- provide resources and referrals
- listen carefully to your questions, concerns, and confusions
- maintain confidentiality
- encourage and support you as you gain the skills and knowledge necessary for success
- assist you in making course and major decisions

### **RECOMMENDED ADVISING RESOURCES TO REVIEW:**

Cross-College Advising Service online: [www.ccas.wisc.edu](http://www.ccas.wisc.edu)

UW-Madison’s Advising Toolkit: [www.learning.wisc.edu/advising](http://www.learning.wisc.edu/advising)

### **ADDITIONAL RESOURCES RECOMMENDED TO YOU:**

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### **SAFE ZONE**

CCAS advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

## TYPICAL ANNUAL ADVISING CALENDAR

### Fall 09

When	What
9/1	CCAS Transfer Orientation (required)
9/2 thru 9/9	Walk-in advising available for quick questions
9/9	<b>1<sup>st</sup> Drop Deadline (final drop deadline is 10/30)</b>
October	<b>October is Advising Month!</b> Make individual advising appt. for longer discussions and planning.
10/21	MAJORS FAIR! Meet & talk with 100+ departments and programs. Free food! Great Hall, Memorial Union, 3:30-5:30
Sept.-November	Begin to think about what you'd like to do after graduation. Visit the Exploration Center and see a career advisor, join a career workshop, explore your options!
10/30	<b>DROP DEADLINE</b>
November/December	Walk-in advising available on select dates, call 265-5460 to inquire
November/December	Enroll online

### Spring 2010

When	What
1/19 thru 1/27	Walk-in advising available for quick questions
1/27	<b>1<sup>st</sup> Drop Deadline (final drop deadline is 3/25)</b>
February – April	Visit the Exploration Center and see a career advisor, join a career workshop, explore your options!
March	<b>March is Advising Month!</b> Make advising appt. to discuss areas of interest, strengths and goals.
3/25	<b>DROP DEADLINE</b>
March/April	<b>Spring Advising Fair!</b> Advisors from all across campus!
April	Walk-in advising available on select dates, call 265-5460 to inquire
April/May	Enroll online

### Summer 2010

Research, experience, and explore: considering your first-year outcomes, what else do you need to know to move forward? Consider internships, employment, travel, reading, informational interviews, volunteering, and more to clarify your interests and goals.

## OBJECTIVES & EXPECTED STUDENT OUTCOMES of ADVISING RELATIONSHIPS

Below are broad issues students typically face during college. Discuss ways you can achieve these outcomes with your academic and/or career advisor.

### Before or when you arrive . . .

- Explore your academic interests as they apply to UW-Madison
- Consider and research career options that interest you
- Explore interpersonal factors (interests, personality) related to academic and career goals
- Make sound decisions regarding campus choices
- Learn about differences between your various campus experiences
- Maximize your experience--use multiple resources (advisors, student orgs, study groups, service learning, etc.)
- Clarify your personal values, especially as they relate to academic and career choices
- Assess your skills and strengths

### While you're here . . .

- Narrow your interests and prepare to study in depth
- Continue assessing your skills, strengths, and interests
- Continue to consider how your values play a part in your career and academic decisions
- Identify education & other skills you'll need to attain employment or training in your field (is grad school for you?)
- Understand and build the skills employers and grad schools seek
- Consider conducting informational interviews and beginning networking

### As you prepare to graduate . . .

- Network with at least three people who work in a field of interest to you
- Be able to articulate what you're studying and why
- Research employment or grad school options
- Be able to market your skills and education to employers
- Continue assessing your options