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**ADVISING MISSION:** The mission of the college's Undergraduate Programs Office is to provide comprehensive academic and educational program planning that promotes integrity and responsibility within a diverse environment. We accomplish this mission through academic planning, management of the admissions process, recruitment and retention, management of student data and enrollment, and administration of scholarship programs. Central to every one of our activities is the academic advising experience. Achieving our mission requires a collaborative effort between students and advisors.

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### What is academic advising?

Academic advising is a collaborative, student - centered, educational process through which the advisor helps the student set and achieve academic goals; acquire relevant information and services; and make responsible decisions consistent with their values, interests, goals, abilities, and degree requirements. Faculty, administrators and professional staff promote academic advising as a shared responsibility with students.

Advising is personalized to consider the individualized needs of each student, which may include appropriate referral services. Decisions concerning careers, co - curricular activities or graduate study may be part of the advising process.

In the Haslam College of Business, the advisor is a professional staff member, trained in the curriculum and in policies relevant to both the college and the university as a whole.

### Exploratory Students:

Students who are unsure of what specific business major they wish to follow can be classified as Business Exploratory. However, it is advisable to associate with some business major as early as possible. All business students follow the same curriculum for the first two years of their college career, so that major can be changed at any point during those years without penalty.

Business students who are uncertain of their major have several resources at their disposal to assist them in making a decision. These resources include:

- BUAD 100: Provides an introduction to the College of Business Administration and its majors as well as other resources.
- Venture Living Learning Community: Provides early exposure to the business community and business faculty.
- Center for Career Development: Provides two career counselors dedicated specifically to undergraduate business students as well as various aptitude and interest tests.
- The sophomore and junior year curriculum: Provides students to exposure to various business disciplines prior to the start of major coursework so that students have a better understanding of those disciplines when making major decisions.
- Faculty mentoring: Provides students with personal insight into different career fields. Many departments have opportunities for students to attend open houses or information sessions.

**STUDENT LEARNING OUTCOMES:** *What you will know, do and value as a result of your advising experience!*

Students will demonstrate they *know* (by the end of the fall semester)

- Curricular requirements, milestone courses, and course sequencing related to a chosen/ intended academic program in order to graduate in a timely fashion
- The career and professional development opportunities available as well as on-campus support for identification and exploration of career paths
- Academic policies and procedures
- Campus resources and support systems that promote academic success

Students will demonstrate they *can* (by the end of spring semester)

- Develop an academic plan and assess degree progress through graduation
- Critically reflect upon academic and career goals
- Develop skills and strategies for academic success that include accessing and using institutional resources, policies, and procedures
- Take responsibility for making decisions regarding their academic success

Students will demonstrate they *value/appreciate*

- The importance of academic planning and their role in the process (by the end of spring semester)
- The importance of enhancing their degree with co curricular/extracurricular and inter/intracultural experiences (by the end of spring semester)
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society (on-going)
- The educational process and learning across the lifespan (on-going)
- The importance of developing mentoring relationships with faculty in their field of study (on-going)

**ADVISING POLICY:**

Students in the College of Business Administration must be advised every fall and spring semester prior to the release of their advising hold.

All students at the university should review carefully the prescribed curricula of the respective degree-granting units and should choose courses in accordance with their college preference. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures.

**STUDENT RESPONSIBILITIES:**

- Schedule an advising appointment early each semester
- Complete exploration assignments previous to your advising appointment
- Review your curriculum in the Undergraduate Catalog and Academic Majors Guides
- Ensure you are on track to meet milestone or progression standards (if required for your major) by reviewing your DARS report and UTrack report
- Write down your current schedule and a tentative plan for next semester
- Write down any questions you have for your advisor
- Consult with your advisor before making drastic changes to an agreed-upon schedule
- Consult with your advisor on issues related to academic progress, a change in program, registration for study abroad, internships and coops, courses to be taken at another institution, withdrawal from courses, or withdrawal from the university
- Make final decisions and take responsibility for your academic career
- Pay attention to semester deadlines
- Read any e-mails or letters that are sent to you by your advisor, advising center, or academic college

- Keep any advising appointments you make
- Cancel any advising appointments that you are unable to attend

**ADVISOR RESPONSIBILITIES:**

- Be accessible to you during reasonable hours
- Provide a means through which you can schedule appointments
- Understand the curriculum, graduation requirements, and university policies
- Provide accurate information
- Discuss specific university, college, and departmental requirements, procedures, and deadlines
- Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities
- Assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments
- Refer you to other services, departments, and specific individuals as special needs are identified
- Monitor your progress toward educational goals and keep accurate, up-to-date records of academic progress
- Help you identify special needs and acquaint you with services and programs provided by the college and the university
- Respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests
- Help you assume responsibility for your decisions and actions

**IMPORTANT DATES IN THE ACADEMIC CALENDAR FALL/SPRING:**

<p><b><u>August:</u></b></p> <ul style="list-style-type: none"> <li>• Review your advising materials from Orientation</li> <li>• Be aware of drop/add dates and other deadlines</li> <li>• If needed, see your advisor the first week of school</li> </ul>	<p><b><u>January:</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of drop/add dates and other deadlines</li> <li>• Review your spring term action plan</li> <li>• Attend Study Abroad Fair</li> </ul>
<p><b><u>September – October:</u></b></p> <ul style="list-style-type: none"> <li>• Schedule appointment with advisor to plan for Spring</li> <li>• Attend Study Abroad Fair</li> <li>• Attend Fall Job Fair (September)</li> </ul>	<p><b><u>February – March:</u></b></p> <ul style="list-style-type: none"> <li>• Schedule an appointment to meet with your advisor to plan Summer/Fall</li> <li>• Complete your action plan assignments previous to your advising appointment</li> <li>• Attend Spring Job Fair (March)</li> </ul>
<p><b><u>October – November:</u></b></p> <ul style="list-style-type: none"> <li>• Register for classes once eligible</li> <li>• Connect with and utilize University academic and social resources.</li> <li>• Check with academic coach in the Student Success Center on how to prepare for finals</li> </ul>	<p><b><u>March – April:</u></b></p> <ul style="list-style-type: none"> <li>• Register for classes once eligible</li> <li>• Make plans for a productive summer (attend summer school, secure an internship or volunteer in an area of interest, participate in a study abroad program, secure a summer job)</li> </ul>
<p><b><u>December:</u></b></p> <ul style="list-style-type: none"> <li>• Final exams</li> </ul>	<p><b><u>May:</u></b></p> <ul style="list-style-type: none"> <li>• Final exams</li> </ul>

**ADVISING RESOURCES:**

- CBA Student Handbook
- Undergraduate Catalog
- Academic Calendar
- MyUTK
- Student Success Center
- Haslam Center for Student Engagement and Success