

Academic Advising Syllabus

Welcome to the College of Science!

Our Mission

To promote an inclusive and collaborative partnership with students through on-going interactions regarding their academic, personal, and professional development. We foster student success by building rapport, providing accurate and timely academic information, and advocating for student needs and well-being.

What is an Academic Advisor and what happens during advising appointments?

An academic advisor is a university staff member who helps students plan their courses, choose a major, and stay on track to meet graduation requirements. They also guide students in making informed decisions about their educational, professional, or personal goals by providing relevant information through advising appointments.

During an academic advising appointment, students receive personalized support, valuable resources, and insight to help them plan effectively and achieve success in their academic journey. Advisors guide students through university policies and procedures as needed, while students are ultimately responsible for using this information to make informed decisions about their education.

Student's Role and Responsibilities:

- Check in with an academic advisor each semester. Book appointments through [Navigate](#) or go to drop-ins. Please use the comment note as needed and avoid "No Showing" your appointment times. Review this Advising Resources page before meeting with an advisor: (<https://cos.unt.edu/advising/advising-resources/>)
- Review Degree Audit every semester in order to track progress through degree requirements: (<https://registrar.unt.edu/online-degree-audit/index.html>)
- Check UNT email on a regular basis. When emailing an advisor or COSAdvising@unt.edu always use your UNT email account and include your eight-digit student ID number.
- Take care of holds in myUNT account as soon as possible, especially before registration opens.
- Inform advisors when academic or personal issues arise so that we can help navigate next steps
- Track important deadlines by utilizing UNT's Academic Calendar: (<https://registrar.unt.edu/academic-calendar-by-semester.html>).
- Explore your purpose in attending university and search for your "why" when it comes to higher education.
- Meet with specialized advisors to help with course selection, extracurricular requirements, and career exploration.
- Submit any test scores or transfer credit to the University after scores/grades have been posted.
- Seek out support and information proactively.

Academic Advisor's Role and Responsibilities

- Advise students on course selection, degree planning, and registration to suit their chosen major and career interests.
- Provide accurate and consistent information regarding university policies and degree requirements and update students when there are changes.
- Teach students how to read and understand their course catalog: (<https://catalog.unt.edu/>)
- Support students through the transition to specialized advisors.
- Create welcoming environments for students.
- Equip students with the tools to advocate for themselves within the university.
- Show students how to navigate university systems such as Navigate, myUNT, and their degree audit.
- Encourage students to explore available resources to help with academic, career, and life goals.
- Work with students to address and overcome issues affecting their path to completing academic goals.
- Refer students to other departments and offices on campus when appropriate and applicable.
- Protect students' records by following the [Federal Educational Rights and Privacy Act](#) (FERPA) when accessing and discussing student information.

Student Timeline

Year One: Transition to College

First Semester:

- ☐ Meet with an Academic Advisor to remove required first semester advising hold.
- ☐ Explore interests and how these interests align with different programs offered at UNT.
- ☐ Learn about resources available on campus.
- ☐ If applicable, meet with pre-professional advisors (ex. Health Profession Advisors).

Second Semester:

- ☐ Meet with an Academic Advisor to remove second semester advising hold, if applicable.
- ☐ Get involved on campus through clubs/organizations.
- ☐ Learn your strengths and build studying skills.

Year Two: Explore Career Options and Meet Faculty Advisors

Third Semester:

- ☐ Meet with an Academic Advisor to discuss academic progress.
- ☐ Meet with Faculty Advisors to discuss course content and career goals.
- ☐ Look into internship/research opportunities (ex. clinicals and volunteering for Health Profession students).

Fourth Semester:

- ☐ Meet with an Academic Advisor to discuss academic progress.
- ☐ Meet with College of Science Career Coaches for career exploration.
- ☐ Seek leadership development through student organizations through Student Affairs and OrgSync (<https://studentaffairs.unt.edu/student-activities-center/programs-and-services/student-organizations/orgsync.html>).

Year Three: Timeline Checkup & Internships

Fifth Semester:

- ☐ Meet with an Academic Advisor and specialized Advisors to discuss academic progress.
- ☐ Meet with faculty advisors to discuss career/post graduate plans.

Sixth Semester:

- ☐ Meet with an Academic Advisor for a "Graduation Check" appointment to finalize plans for final semesters.
- ☐ Participate in research and/ or internship opportunities during the summer.
- ☐ Visit College of Science Career Coach to discuss resumes, cover letters, and post-graduation plans for jobs/internships.

Year Four + : Graduation and Post-Grad

Seventh Semester:

- ☐ Apply for Graduation when enrolling in remaining degree requirements.
- ☐ Research employment options/ apply for graduate school programs.
- ☐ Update Resume and Cover Letter with a College of Science Career Coach to and apply for jobs.

Eighth Semester:

- ☐ Meet with an Academic Advisor to discuss final semester registration.
- ☐ RSVP and prepare for Commencement Ceremony.
- ☐ Final meeting with specialized advisor (ex. Health Professions, Honors, TNTX).

Resources and Notes:

- ☐ When booking an Academic Advising appointment, make your appointment 2-3 weeks beforehand.
- ☐ Faculty advisors do not use Navigate to book appointments; please see our COS Advising webpage for more information.
- ☐ Seek out leadership opportunities on campus through the Student Affairs Webpage.



COS Advising



Faculty Advising



Student Affairs