Academic and Career Advising Syllabus
University of Southern Indiana
University Division
Fall 2014

Department: University Division Advising
Office: Education Center, Room 1142
8600 University Boulevard
Evansville, IN 47712
Phone: (812) 465-1606
Facebook: University of Southern Indiana
University Division Advising
E-Mail: udadvise@usi.edu

Advising office Hours:
By appointment w/assigned Advisor; Advisors are available
for walk-ins 8:30am-4:30pm, M–F, for quick questions (10-
15 min)

Text/Materials:
version: http://m.bulletin.usi.edu: University Core Curriculum
Checklist; Advising Folder-provided during orientation; USI
Web Resources; DARS (Degree Audit Report)

Career Advising Description/Definition
Career advising is "a process aimed at helping students effectively use information about themselves (e.g., interests, abilities, values, strengths) and the options available (e.g., majors, occupations, internships). Through the process, students integrate this information to set goals, make academic and career decisions, and develop plans to make meaning of their goals and decisions. Career advising can help students learn the skills needed for career decision making." (The Handbook of Career Advising, p.6)

Career Advising Goals
Advisors strive to help students make good decisions about timely major selection and help students avoid wasting time and money which is often the result of bad decision-making about careers and majors.

Assistance with Issues Involving Disabilities
http://www.usi.edu/disabilities
University of Southern Indiana is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning disability that you make your advisor aware of these accommodations. Your advisor will refer you to the Office of Disability Resources (Lower level, Orr Center, Room 0095, 812-464-1961) for verification of the disability.

Expected Student Learning Outcomes for the Academic Advising Experience
Through the academic advising experiences in University Division Advising, students will
• Develop advisor/advisee relationship
• Actively explore majors/careers
• Maintain minimum academic requirements
• Learn about policies/procedures

Demonstrating Your Achievement of Learning Outcomes
In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will develop an on-going portfolio of your advising work. All documentation provided by advisor will be kept in the advising folder provided to you during the first advising meeting. You will bring this folder to each advising appointment and/or meeting.

Career Exploration Resources
• http://www.usi.edu/uni_div/exploringmajors.asp
• http://www.usi.edu/uni_div/exploringmajors-resources.asp
• Career Cruising is online career guidance and planning system. (Username = usiscreaming, Password = eagles)
http://www.careercruising.com/

Fall or Spring Semester Schedule Revision
http://www.usi.edu/Registrar/schedule-changes/fall-or-spring-semester-schedule-revision
Course Withdrawals: During the first week of classes (fall and spring terms), a student may only drop a course, in which he/she is registered, online through his/her MyUSI account; after the first week, all schedule changes must be made by completing an Add/Drop form (see advisor).

Standards of Progress
http://www.usi.edu/registrar/grades-grading-policies/standards-of-progress
Good Standing: Students who maintain the following cumulative GPAs or higher (including transfer hrs) will remain in good academic standing:
1.800 0-59 quality hours attempted
1.000 60+ quality hours attempted

Probation: Students who do not meet the above standards will be placed on academic probation for one semester.

Dismissal: Failure to meet the cumulative GPA standard by the end of the probationary term will result in academic dismissal from the university. A student academically dismissed may not register for credit classes at USI for at least one semester.

GPA COMPUTATION:
http://www.usi.edu/uni_div/gpa.asp
Students who receive federal or state financial assistance (including student and/or parent loans) are required to make satisfactory progress toward the completion of their degree or certificate program.

Satisfactory progress is measured by the student’s cumulative GPA (must be in good academic standing) and the students’ number of credits successfully completed (earn 67% of all attempted hours, this includes courses withdrawn from after 100% refund rate; failed or no pass courses and incomplete grades) after each semester.

In addition, students are limited to a maximum timeframe (150 percent of the published timeframe) for their degree/certificate objective. In addition, students are limited to a maximum timeframe (150 percent of the published timeframe) for their degree/certificate objective. After earning 60 or more cumulative hours (including transfer credits), students must have a declared major to be eligible for financial aid. For a complete copy of the policy, contact the Office of Student Financial Assistance, 1st Floor of the Orr Center.

If you receive funds from the state of Indiana and withdraw from classes prior to Monday, September 19 please check with financial aid. It could affect your aid. Always check with financial aid prior to withdrawing from classes, it is better to be safe than sorry! 

Important Financial Aid Info
http://www.usi.edu/finaid/sitemap.asp#S-

MAJORS AT UNIVERSITY OF SOUTHERN INDIANA
*Secondary Education Teaching Major require 2.75 cumulative GPA

| College of Business (2.20 minimum cumulative GPA in first 62 hours & enrollment in MATH 111) | Accounting | Business Administration | Business Education |
| Computer Information Systems | Computer Science | Economics |
| Electronic Business | Finance | Management |
| Marketing |

College of Liberal Arts (2.00 minimum cumulative GPA unless stated otherwise)

| Anthropology | Art* | Communication Studies |
| Criminal Justice Studies (2.50) | English* | French Studies |
| German Studies* | History* | International Studies |
| Philosophy | Political Science* | Psychology* |
| Public Relation & Advertising | Radio/Television | Social Science |
| Social Work (2.75) | Sociology | Spanish Studies* |
| Theatre Arts | Visual Arts* |

College of Nursing and Health Professions (see individual program for GPA requirement)

| Dental Assisting (Assoc. Degree) (2.50) | Dental Hygiene (2.80) | Diag. Med. Sonog (3.00) |
| Food and Nutrition (2.00) | Health Services w/specialty option (2.75) | Nursing (3.00) |
| Occ. Ther Asst. (Assoc. Deg) (2.90) | Radiologic Tech (3.00) |

Respiratory Therapy (2.50)

These programs are extremely competitive. Students accepted into these programs have the following cumulative GPAs: Dental Hygiene 3.40 or higher, Nursing 3.70 or higher; OTA 3.640

Pott College of Science and Teaching (2.00 minimum cumulative GPA unless stated otherwise)

| Biology* | Biochemistry | Biophysics |
| Chemistry* | Engineering | Advance Manufacturing |
| Industrial Supervision | Geology* | Mathematics* |
| Mathematics – Actuarial Track | Sport Management (2.75) | Physical Education* |
| Kinesiology | Exercise Science | Early Childhood Education (2.75) |
| Elementary Education (2.75) | Special Education (2.75) |

Important Dates to Remember
M=Monday, T=Tuesday, W=Wednesday, H=Thursday, F=Friday, S=Saturday U=Sunday

FALL 2014

*16-week courses

AUGUST
23 S Eagle Experience
25 M Classes begin
29 F *100% refund & online schedule revision and registration ends

SEPTEMBER
1 M University closed
5 F *75% refund period ends
12 F *50% refund period ends
19 F *25% refund period ends
30 T Assessment Day (no classes)

OCTOBER
13-14 Fall break (no classes)
15 W Exploring Majors & Minors Fair, Carter Hall, 10am-2pm
24 F *Last day to drop/withdraw without evaluation (will not affect GPA)

NOVEMBER
3-14 Priority Registration for Spring and Summer 2015 classes
26 Thanksgiving Break (no classes, University open)
27-29 Thanksgiving Break (University closed)

DECEMBER
10 W *Last day to drop/withdraw with evaluation (may affect GPA)*
11-17 Study day (no classes)
18 F Finals

JANUARY
12 M Classes begin
16 F *100% refund & online schedule revision and registration ends
19 M MLK (no classes)
23 F *75% refund period ends
30 F *50% refund period ends

FEBRUARY
6 F *25% refund period ends

MARCH
9-14 Spring recess, no classes
20 F *Last day to drop/withdraw without evaluation (will not affect GPA)
26 H Spring Assessment Day, no classes

APRIL
3 F No classes, University closed
6-17 Priority registration for fall 2015
29 W *Last day to drop/withdraw with evaluation (may affect GPA)
29 W No classes (study day)
30 T Finals

MAY
1-6 Finals
1-2 Commencement weekend
6 W Spring semester ends

SPRING 2015

*16-week courses

FALL 2014

*16-week courses

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