

CASSH Advising Syllabus

Advising Mission Statement

On this page

The University of West Florida recognizes academic advising to be a critical component of the educational experience of its students. The mission of the UWF academic advising program is to cultivate individual, collaborative relationships which empower students to become self-directed learners and decision makers, guide students in the evaluation of their strengths and weaknesses, and facilitate development of meaningful plans of study leading to efficient and successful completion of academic programs.

Description of Academic Advising

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

Student Learning Outcomes

Through academic advising sessions, students will

- Know how to interpret their degree plan and how to work toward degree completion
- Comprehend University procedures, policies, and deadlines, and regularly access that information
- Be knowledgeable about the registration process and how to prepare for an advising session
- Be knowledgeable about campus resources available to aid in academic, personal, and professional goals
- Use the tools and resources available from the University to assist in navigating their degree program to reach the ultimate goal of earning a degree
- Utilize the resources available to them for assistance in meeting the minimum requirements of courses that are applicable to their degree program
- Appreciate UWF's commitment to providing valuable guidance that supports efficient and successful completion of academic programs and personal development

Advisor Responsibilities

- Provide honest and realistic evaluations regarding student's academic abilities
- Provide accurate information about University policies, procedures, and resources
- Serve as mentor, advocate, and role model for advisee
- Refer student to appropriate campus resources as necessary
- Maintain comprehensive and confidential advising records
- Encourage and guide advisee to define and develop realistic goals in order to create a clear and attainable educational plan

Advisee Responsibilities

- Schedule and keep regular advising appointments
- Understand program curriculum
- Participate in the advising process in a cooperative manner
- Understand how to access and navigate the MyUWF portal and UWF email account
- Understand and utilize the online registration component of MyUWF
- Clarify personal values and goals and provide advisor with accurate information regarding interests and abilities
- Accept ultimate responsibility for education

MyUWF

MyUWF is a web portal housing applications used by students, faculty, and staff. As a student, there are multiple applications you will use on a regular basis. Each app has a grayed-out circle with a star; if you click on it, the circle turns yellow and will appear on your homepage each time you log in. Some apps you might consider adding to your homepage include Degree Works, GradesFirst, My Classes, Registration Menu, Advising Status, Campus Directory, Student Academic Records Menu, and eLearning. Be sure to keep an eye out for notifications on the right side of your homepage. Oftentimes, you will receive a My Message requiring action. For instance, each semester you must acknowledge the Financial Responsibility Statement before you are able to register for classes. Multiple offices use My Messages to communicate with students, so do not forget about these notifications.

UWF Email Account

For email, calendar, and collaboration tools log into Google Apps at <http://gmail.students.uwf.edu>. Your email address is your ArgoNet username followed by "@students.uwf.edu." If you require assistance, see Google's Learn by App - Help Resources. Your gmail account is your official email address as a student, and once you are admitted, all communications between you and the University should utilize your gmail account.

Much like the My Messages app in MyUWF, you will receive many important emails in your gmail account from University offices as well as your academic advisor(s) and professors. Be sure to check your email daily to ensure you do not miss any essential communications.

Advising PINs

Students must receive an advising PIN from their advisor every semester before registering for courses. The purpose of the advising PIN system is to ensure students meet regularly with their advisor to go over (at the least) progress toward degree, remaining requirements, and courses for next semester. Ideally, students should capitalize on the time they get with their advisor to discuss their aspirations, obstacles they may be facing, current class performance, tutoring services (if needed), internship options, honor society and/or club requirements and application process, or policies or procedures that require clarification. Therefore, students should not expect to receive immediately upon request their advising PIN. In order for advising to be most effective, students must communicate with their academic advisor regularly in person, by phone, or through email.

Degree Works

Students can access their degree audit via Degree Works, which is a program that tracks degree completion progress. To access Degree Works, search for "degree audit" in MyUWF.

This automated online system compares your completed and in-progress coursework with the requirements for your degree, creating a "progress report." It also details your GPA and the classes you need to take.

The audit is divided into "blocks," or areas of requirements such as Degree, University Requirements, General Education, and Program Requirements. Each section or "block" works like a checklist, and requirements are automatically checked when a requirement is met.

Degree Works also displays GPA, classification, major, and minor. An advisor can see everything the student sees. For information on other features of Degree Works, see the following [Confluence page](#).

Individualized Plans of Study

All undergraduate students will receive an individualized degree-plan outlining their program of study by the end of their first semester of attendance at UWF. Students may view their plan--and even create plans of their own--by accessing Degree Works in MyUWF and choosing the "Plans" tab at the top left. Two- and Four-Year Plans are discussed further below.

GradesFirst

GradesFirst is a one-stop shop for advisors, tutors, and professors. Within this application you will find a powerful combination of features that focus on helping UWF staff assist students so that they may achieve all of their collegiate goals. Students can access the program simply by searching “GradesFirst” in My UWF.

One of the most useful features of GradesFirst for students is the ability to schedule appointments with advisors and tutors. This cuts out the need to email faculty and staff to request an appointment; as long as the advisor or tutor has availability set up in GradesFirst, you can schedule an appointment! To access the GradesFirst guide for students, including information about how to schedule appointments, follow this [link](#).

Progress to Degree Policy

The University of West Florida's mission is to provide students with access to high-quality, relevant, and affordable learning experiences from enrollment through graduation. This policy is intended to assist full-time students in maintaining satisfactory academic progress and in completing a degree program quickly and efficiently. The initiatives in this policy are also designed to assist students in minimizing costs by avoiding Excess Credit Hour surcharges and maximizing opportunities to maintain federal student aid.

The following initiatives are aimed at assisting full-time students in their progress toward earning a degree in an efficient manner while effectively meeting their academic goals.

Degree Progression

Each student is required to meet with an advisor to develop a plan of study appropriate to the student's academic goals. The plan of study should be used as a tool for guiding students toward efficient graduation. Degree Works, UWF's degree audit system, will be used as the official tool to document degree plans.

Four-Year Plan of Study

All First-Time in College Students (FTIC) are projected to graduate in four years (nine semesters or eleven semesters when including summer(s)). Exceptions may be allowed for degree programs that have Board of Governors approval to exceed 120 semester hours. All FTIC students will have an assigned plan of study after meeting with an advisor. Students who wish to change their major must meet with an advisor to prepare another plan of study.

Two-Year Plan of Study for Transfer Students

Florida College Students (FCS) and dual-enrolled students from an FCS institution entering with an Associates of Arts (AA) degree are projected to graduate in two years (four semesters or five semesters when including summer). These transfer students will have an assigned two-year plan of study after meeting with an advisor. Transfer students must meet all degree program common prerequisite requirements in order to efficiently complete the two-year degree plan. FCS students should meet with an advisor for this purpose by the end of their second semester at UWF. Students who wish to change their major must meet with an advisor to prepare another plan of study.

Pre-Graduation Degree Audit

Students are required to meet with an academic advisor to complete a Pre-Graduation Degree Audit prior to completing 90% of their degree program. The Pre-Graduation Degree Audit is intended to advise the student of all courses needed for graduation and to confirm that all outstanding courses are included in the remaining degree plan. Registration holds will be placed on the records of students with a completion percentage of 90% or more who have not completed the Pre-Graduation Degree Audit.

Changing Majors

Students may change their major once per semester. Students are not permitted to change majors after they have earned 90 hours unless the new major can be completed within the same time-frame as the previous major. (Effective Fall 2016)

Dual Degrees and Minors

A student may declare a Dual Major or a Dual Degree after earning 45 credit hours. A student may not declare a Dual Major or a Dual Degree after earning 90 credit hours unless the degree can be completed by the projected graduation date of the first major or degree. If a second major or degree cannot be completed by the projected graduation date of the first major or degree, the student must graduate and reapply to the University. A student is not permitted to add a minor after having earned 90 hours unless the requirements for the minor can be completed within the same time-frame as the declared major. A minor may only be awarded in conjunction with the award of the major degree. To facilitate efficient progress toward degree, a student may not declare more than two minors. (Effective Fall 2016)

Course Withdrawals

A student is allowed no more than six individual course withdrawals (3 courses at the upper-level and 3 courses at the lower-level) and no more than two individual course withdrawals for a single course. Once the limit has been reached, the student must receive a grade for the course. For a third attempt in an individual course, the student must receive a grade. Exceptions are allowed for medical withdrawals and withdrawals for military purposes or as approved by the University. *Note: This policy applies to students who enroll at UWF during the Fall 2016 semester and later.*

As provided in UWF Regulation 3.030 (Academic Misconduct), a student who has been found responsible for a violation of the Academic Misconduct Code will not be allowed to withdraw from the class in which the violation occurred.

Grade Forgiveness and Repeat Courses

Grade forgiveness is allowed three times within the undergraduate career. Grade forgiveness is only for the same UWF course for which a previous grade has been earned. Grade forgiveness does not extend to courses taught at another institution transferred for credit at UWF. The highest grade will be counted for credit. Students may not repeat a course for which they earned a grade of C or above.

As provided in UWF Regulation 3.030 (Academic Misconduct), the Grade Forgiveness policy will not be applied to a course in which a student has been found responsible for a violation of the Academic Misconduct Code resulting in a sanction of "F" in the course.

Academic Warning

FTIC students who are placed on academic warning may be required to enroll in a 1-credit hour Academic Foundations course, participate in structured mentoring activity during the following semester, or participate in other activities or classes deemed appropriate by the University.

Graduation Process

A student is responsible for meeting all graduation requirements. Having met all requirements for an undergraduate degree a student is expected to graduate and will not be permitted to take additional classes as an undergraduate student.

Student responsibilities include:

- 1) Meeting with an academic advisor each semester to discuss degree progression;

- 2) Completing the Graduation Application online by deadline listed in the Academic Dates and deadlines in the Catalog;
- 3) Meeting with the Department and completing a Graduation Plan of Action (if necessary); and
- 4) Meeting all requirements for the degree.

Department responsibilities include:

- 1) Advising students toward degree completion;
- 2) Reviewing and approving the list of prospective graduates;
- 3) Notifying the Registrar if degree requirements have not been met; and
- 4) Meeting with the student and completing a Graduation Plan of Action (if necessary).

As provided in UWF Regulation 3.010 (Student Code of Conduct), and in UWF Regulation 3.030 (Academic Misconduct), all pending disciplinary matters must be resolved prior to a student's graduation, transfer from, or continued education at the University of West Florida.

Excess Hours

In 2009, the Florida Legislature implemented the Excess Hours Surcharge (Section 1009.286, Florida Statutes) to encourage students to complete their baccalaureate degree as timely and efficiently as possible. The bill requires universities to add a surcharge to each credit hour attempted in excess of the total credit hours required to complete the degree being pursued.

The amount in excess of the total hours is calculated based on a percentage defined in law and is referred to by the University of West Florida as the Excess Hours Threshold. The amount charged per credit hour is a calculated amount referred to as the surcharge. Students who graduated high school and began taking classes at an institution of higher education prior to fall 2009 are exempt from the surcharge. Students can access their Excess Hours Calculator in MyUWF. For more information, see the Office of the Registrar's page on Excess Hours and handout on Avoiding Excess Hours.

Term first started at a postsecondary institution: **Fall 2009 through Summer 2011**

Required Degree Credit Hours	Excess Hours Percent	Excess Hours Threshold	Excess Hours Warning (90% completed)	Excess Hours Charge Percent	Excess Hours Charge Per Credit ⁹
134 ¹	120%	>161	121	50%	\$52.54
132 ²	120%	>158	118	50%	\$52.54
130 ³	120%	>156	117	50%	\$52.54
128 ⁴	120%	>154	115	50%	\$52.54
127 ⁵	120%	>153	114	50%	\$52.54
126 ⁶	120%	>152	113	50%	\$52.54
124 ⁷	120%	>149	112	50%	\$52.54
120 ⁸	120%	>144	108	50%	\$52.54

Term first started at a postsecondary institution: **Fall 2011 through Summer 2012**

Required Degree Credit Hours	Excess Hours Percent	Excess Hours Threshold	Excess Hours Warning (90% completed)	Excess Hours Charge Percent	Excess Hours Charge Per Credit ⁹
------------------------------	----------------------	------------------------	--------------------------------------	-----------------------------	---

134 ¹	115%	>154	121	100%	\$105.07
132 ²	115%	>152	118	100%	\$105.07
130 ³	115%	>150	117	100%	\$105.07
128 ⁴	115%	>147	115	100%	\$105.07
127 ⁵	115%	>146	114	100%	\$105.07
126 ⁶	115%	>145	113	100%	\$105.07
124 ⁷	115%	>143	112	100%	\$105.07
120 ⁸	115%	>138	108	100%	\$105.07

Term first started at a postsecondary institution: **Fall 2012 and later**

Required Degree Credit Hours	Excess Hours Percent	Excess Hours Threshold	Excess Hours Warning (90% completed)	Excess Hours Charge Percent	Excess Hours Charge Per Credit ⁹
134 ¹	110%	>147	121	100%	\$105.07
132 ²	110%	>145	118	100%	\$105.07
130 ³	110%	>143	117	100%	\$105.07
128 ⁴	110%	>141	115	100%	\$105.07
127 ⁵	110%	>140	114	100%	\$105.07
126 ⁶	110%	>139	113	100%	\$105.07
124 ⁷	110%	>136	112	100%	\$105.07
120 ⁸	110%	>132	108	100%	\$105.07

- 1 = Music Education
- 2 = Exceptional Student Education
- 3 = Computer Engineering & Electrical Engineering
- 4 = Elementary Teacher Education
- 5 = Clinical Laboratory Sciences
- 6 = Fine/Studio Arts; B.F.A.
- 7 = Nursing; B.S.N. & Nursing; R.N./B.S.N
- 8 = All other degree programs
- 9 = based on 2013-2014 tuition; Undergraduate Basic Tuition Fee: \$105.07

Attendance in General Education Courses

Regular attendance and participation is required for all General Education courses. Classes will include short attendance assignments that may only be turned in during the class meeting time. If you miss class or do not complete the attendance record or task, you are absent. Only those absences that are defined in the University class attendance policy will be considered excused absences (<http://catalog.uwf.edu/undergraduate/academicpolicies/general/>). Professors determine the number of permissible unexcused absences as well as the manner in which your grade is affected if absences exceed that number.

Information for students who receive financial aid: To receive financial aid on the normal distribution timeline, attendance must be confirmed within seven calendar days of the course start date. A student may review confirmed attendance status by using the "My Classes" app in MyUWF.

A student who stops attending class for any reason will not automatically be withdrawn and will still be responsible for any missed work. A student who stops attending class may be awarded a grade of NF. This grade may affect financial aid eligibility or require repayment of funds awarded.

Campus Resources

Registrar

The UWF Office of the Registrar manages the institution's academic records in accordance with University policies, state laws, and federal regulations, and ensures the accuracy and accessibility of reports, information, and data. Students can contact the Registrar's Office for assistance with many things including registration, graduation, residency, grades and transcripts, and tuition and fees. The Registrar also manages the [UWF Catalog](#), which includes almost anything a student might want to know about the University.

Financial Aid

Every student has a unique financial aid package; therefore, it is essential to identify your financial aid counselor. For a listing of counselors and contact information, follow this [link](#). While your academic advisor can help you decide when you should contact Financial Aid, your counselor is specially trained to assist with your financial needs.

Mathematics and Statistics Tutoring Lab

The Department of Mathematics and Statistics provides free individual tutorial assistance for UWF students in several mathematics and statistics courses in the Mathematics and Statistics Tutoring Lab located in building 4, Room 321.

The lab is staffed by advanced undergraduate and graduate students who provide tutoring primarily in service courses and lower-division courses such as Intermediate Algebra, College Algebra, Pre-calculus Algebra, Trigonometry, Calculus I, II, and III, Elements of Statistics, and Mathematics for Liberal Arts I and II. Tutoring is also provided for some upper-division courses, such as Linear Algebra, Differential Equations, and Discrete Mathematics upon tutors' availability. Students who seek help in upper-division mathematics and statistics courses and cannot find available tutors will be sent to an available math/stat faculty in the building. This is one of the advantages of housing the lab within the Department.

The lab is open during all weekdays and is staffed by an average of two to three tutors. No appointment is necessary. Again, this service is free of charge to UWF students.

Hours of Operation

- Monday: 9:00-5:00 p.m.
- Tuesday: 9:00-5:00 p.m.
- Wednesday: 9:00-5:00 p.m.
- Thursday: 9:00-5:00 p.m.
- Friday: 9:00-1:00 p.m.

For students taking Elements of Statistics STA2023, specialized help is available in the lab located in building 4, room 221. You can complete your online homework in this lab.

Writing Lab

Having trouble writing a paper? Having trouble using commas and semicolons, choosing the right pronoun, or making your subjects and verbs agree?

The Writing Lab can help. Graduate and undergraduate Writing Lab assistants are available to review the mechanics of writing with you and help you upgrade the quality of your papers before you submit these papers to your professors. Face-to-face readers and OWL (Online Writing Lab) readers are available to help you with your papers from invention to publication or presentation to your professor. These paper readers won't write your papers for you; they will help you write them better.

The UWF Writing Lab is staffed by a group of undergraduate and graduate paper readers and tutors who are trained to tutor students in the grammar and mechanics of writing and to read other students' papers for content, manuscript formatting, documentation style, and the conventions of writing (grammar, punctuation, spelling, etc.). As students themselves, they know firsthand the prevailing struggle of consistently producing quality written work.

The UWF Writing Lab is not just a writing lab; it is the Writing Lab, where services range from face-to-face and virtual grammar/tutoring sessions, to the Grammar Hotline, to training for prospective English teachers.

Academic Center for Excellence

The Academic Center for Excellence is an academic facility that provides free academic support services to all students enrolled at the University of West Florida. The Academic Center for Excellence is the only exclusive tutor lab on campus to provide tutoring in mostly all general subjects offered at UWF. ACE is committed to providing the highest quality of services possible to the UWF student body in a one-stop academic learning facility that provides the following services:

- Individual tutoring
- Group tutoring
- Quiet Study Spaces

Tutoring Hours

- Monday - Thursday
 - 8 a.m. - 5 p.m. (Building 52)
 - 5:30 - 11 p.m. (Pace Library, 2nd Floor)
- Friday
 - 8 a.m. - 4:30 p.m. (Building 52)
- Saturday and Sunday
 - 1 - 6 p.m. (Pace Library, 2nd Floor)

If you are interested in scheduling an appointment with an ACE tutor, see the instructions listed on their [homepage](#).

John C. Pace Library

The John C. Pace Library is located centrally on campus in building 32. In addition to the book stacks, computers, Interlibrary Loan department, and study carrels, subject specialist librarians help students, staff, faculty, and the community with discipline-specific research needs. Individuals seeking in-depth research help may contact their subject specialist librarian to schedule a research consultation. Faculty may also contact their subject specialists to schedule library instruction sessions for their classes, collaborate on library assignments, and discuss and recommend content for the collection.

Career Services

Located in building 19, Career Services' role is to advance UWF's mission, vision, and priorities by educating and empowering UWF Students/Alumni in the career development process and by providing opportunities for experiential learning, civic engagement, service, and employment. Some of the services they provide include

- major and career exploration,
- guidance on experiential learning opportunities,
- resume building tips,
- cover letter practice and feedback,
- mock interviews, and
- job search assistance.

Career Services also sponsors many events open only to current UWF students and alumni. You can find more information about these and other Career Services events in JasonQuest in MyUWF under the 'Events' tab. Career Services is located in building 19 with drop-in hours Monday through Friday from 11 a.m. to 4 p.m. You can email them at career@uwf.edu or call them at (850) 474-2254.

Student Disability Resource Center

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of any course that hinders your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with the [Student Disability Resource Center \(SDRC\)](#). Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process, email sdrc@uwf.edu or call 850.474.2387.

Veterans Services

The UWF Military & Veterans Resource Center (MVRC) serves as a leading campus advocate for military and veterans students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out of state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating academic advising and referral to state/federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550 or visit <http://uwf.edu/militaryveterans>.

Emergency Information and Course Continuity

In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM (88.1MHz).

Weather Emergency Information

- WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and MyUWF will both provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University.
- Emergency plans for the University of West Florida related to inclement weather are available on the following UWF web pages:
 - [Hurricane preparedness](#)
 - [Other emergency procedures](#)

Contacts

For more information about advising in the College of Arts, Social Sciences, and Humanities, please contact your program advisor listed [here](#). Alternatively, you may contact Ms. Katie Riesenberg, Assistant Dean in CASSH, at kriesenberg@uwf.edu or (850) 474-2653.