

What is 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 (NACADA, 2004).

Advising Mission Statement:

The advising team seeks to empower students to be self-directed in their educational pursuits, take responsibility for their own education, and promote active and lifelong learning. The advising team assists students in understanding their academic requirements, educational opportunities, and university policies and procedures.

Contact Information:

	Lethbridge Campus	Calgary Campus
Phone:	403.329.2153 (office)	403.571.3360 (office)
Email:	undergrad.management@uleth.ca	calgary.campus@uleth.ca
Web:	www.uleth.ca/management	www.uleth.ca/calgary
Office:	Room M2060, Markin Hall, 2 nd floor 4401 University Drive Lethbridge, AB T1K 3M4	6th Floor, 345 - 6th Avenue SE Calgary, AB T2G 4V1
Your Advisors:	Phone at 403-329-2153 to ask for: <ul style="list-style-type: none"> • Ute Perkovic (last names A – G) • Any advisor (last names H - Mc) • Lynette LaCroix (last names Md - Q) • Andrea Spackman (last names R - Z) 	Hana Curties-Root (last names A - J) 403.332-4692 Sydney McNally (last names K-Z) 403.332-4674
Advising Hours:	<i>Regular Drop-in advising hours</i> Mon - Fri, 9 - 1130 am Mon - Thurs, 1 - 330 pm No advising Friday afternoons For other ways to contact an advisor, see: http://www.uleth.ca/management/student-advising/contact-us	<i>Drop-in advising hours (no appointment necessary):</i> Mon - Thurs: 2:00 - 5:00pm, Friday: 2:00pm to 4:00pm

Student Learning Outcomes:

Through active participation in the advising process, students can be expected to:

- Know the key terminology needed to understand university policies and regulations.
- Read and interpret their own degree audit report or program planning guide.
- Select and register for appropriate courses to fulfill their program requirements.
- Explore different career options by choosing electives carefully and by participating in programs that will enhance their degree.
- Evaluate their own GPA against the academic standards of the Faculty of Management.
- Articulate the value of liberal education.
- Define and articulate their academic and career goals, after reflecting on their values, interests, strengths, and challenges.

Academic Advising Responsibilities:

What we can do for you	What we expect from you
<p>Answer any questions or concerns you may have regarding your studies at the University of Lethbridge and the Faculty of Management and help you find support and information relating to your studies and career goals.</p> <p>Help identify barriers to your success and recommend strategies and give referrals to other resources or special services.</p> <p>Help you explore areas of study and choose appropriate courses for your program, referring you to resources and opportunities to help you succeed or enhance your degree.</p> <p>Help you understand university policies, procedures, and program requirements and lay out options for you to help you complete your degree. We advocate for you when necessary.</p> <p>Provide you with a personalized degree audit report or Program Planning Guide and other facts about your program so you can keep track of your progress.</p> <p>Respect your opinions and concerns and give honest feedback to assist you in making decisions and solving academic related issues.</p> <p>Keep accurate records of all interaction with you and on your behalf.</p> <p>Maintain confidentiality of your advising visit and your student record according to provincial legislation.</p> <p>Be available to assist you through drop-in one-on-one sessions with an Advisor, or through email, or through telephone.</p>	<p>Be an active participant in the academic advising experience and take ownership for your course selections, academic decisions, and completion of graduation requirements. Know the following:</p> <ul style="list-style-type: none"> - Your Faculty, program of study, major (& minor if you are doing one), and Calendar Year - Your Year of Standing - Your Program Planning Guide (PPG), - Course pre-requisite and/or co-requisite requirements - Liberal Education requirements - Important dates & deadlines and other resources available to you, - Inform yourself of ways to enhance your degree <p>Contact an advisor before you start your studies and then at least once during the academic year.</p> <p>Contact an advisor and/or appropriate resources if you have academic or personal challenges and know whether you are on Academic Probation.</p> <p>Come prepared for your advising meeting:</p> <ul style="list-style-type: none"> - Write your questions down. - Review your last degree audit report or Program Planning Guide. - Bring along any documents that might be needed <p>Ask for clarification if you don't understand something.</p> <p>Read the relevant sections of the academic calendar, e.g. admissions, academic regulations, Faculty of Management.</p> <p>Check your @uleth.ca email regularly for important university communications.</p> <p>Update your contact information on the U of L Bridge if you are moving / have moved.</p>

Resources:

Faculty of Management – Academic Advising	www.uleth.ca/management - click on “Student Advising” tab
Enhance your Management degree!	www.uleth.ca/management - click on Experiential Learning tab at the bottom
Registrar’s Office	http://www.uleth.ca/ross
Services for Students	http://www.uleth.ca/ross/services
Registration Information	http://www.uleth.ca/ross/registration-information
Academic Calendar	https://www.uleth.ca/ross/academic-calendar/2017-18
LETHBRIDGE campus Student Success Centre (Learning Strategist, Tutoring, Study Skills)	403.394.3964, room AH 148, Email: learning.strategist@uleth.ca

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