

# Advising Syllabus for Transfer Students, 2006-2007

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(608) 265-5460 for appointments in all locations

[www.ccas.wisc.edu](http://www.ccas.wisc.edu)

## **Main office:**

10 Ingraham Hall, hours: 8:00a.m. – 5:00 p.m. Monday – Friday

## **Residence Hall offices**

Hours vary

Chadbourne Residential College, Room 103  
Witte Hall, Room 109

Sellery Hall, Room 37  
Lakeshore area/ Bradley Hall, Res Life Office

## **The Exploration Center for Majors & Careers (EC):**

6 Ingraham Hall, hours: 9:00am-4:00pm, Monday – Friday, (608) 265-4497

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## **CCAS ADVISING PHILOSOPHY:**

At CCAS, our role is to help you find the information, self-knowledge, and experiences that will move your life in the directions you choose. CCAS advisors will not “prescribe” answers or programs to you. We encourage you to find academic areas that you enjoy and do well in. Extracurricular experiences are integral to career and academic development, and we encourage you to seek opportunities outside of the classroom. We believe academic advising is a collaborative process, and ultimately, you – the student – are responsible for your educational experience.

## **EXPECTATIONS OF STUDENTS:**

Your CCAS Advisor expects you to:

- ✍ schedule regular appointments and/or contacts during each semester
- ✍ come to appointments prepared with questions and/or topics to discuss
- ✍ accept responsibility for your decisions and actions
- ✍ be open to developing and clarifying your personal values and goals
- ✍ research college programs, policies, procedures, and opportunities as appropriate
- ✍ keep a record of your academic progress and goals
- ✍ be courteous & plan ahead (schedule appointments early and cancel or reschedule if necessary)

## **EXPECTATIONS OF ADVISORS:**

You can expect your CCAS Advisor to:

- ✍ understand UW-Madison degree requirements, and effectively communicate them
- ✍ provide a safe space in which to share your thoughts, aspirations, concerns, and interests
- ✍ provide resources and referrals
- ✍ listen carefully to your questions, concerns, and confusions
- ✍ maintain confidentiality
- ✍ encourage and support you as you gain the skills and knowledge necessary for success
- ✍ assist you in making course and major decisions

## **RECOMMENDED ADVISING RESOURCES TO REVIEW:**

Cross-College Advising Service online: [www.ccas.wisc.edu](http://www.ccas.wisc.edu)

UW-Madison's Advising Toolkit: [www.wisc.edu/advise](http://www.wisc.edu/advise)

## **ADDITIONAL RESOURCES RECOMMENDED TO YOU:**

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## **SAFE ZONE**

CCAS advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

## TYPICAL ANNUAL ADVISING CALENDAR

### Fall

When	What
9/13	CCAS Transfer Orientation (required)
9/4 thru 9/13	Walk-in advising available for quick questions
October	<b>October is Advising Month!</b> Make individual advising appt. for longer discussions and planning.
10/25	MAJORS FAIR! Meet & talk with 70+ depts. and programs. Free food! Great Hall, Memorial Union, 3:30-5:30
Sept-Nov.	Begin to think about what you'd like to do after graduation. Visit the Exploration Center to meet with career advisor, join a career workshop, explore your options!
November/December	Walk-in & group advising in Residence Halls
November/December	Register online

### Spring

When	What
1/16 thru 1/24	Walk-in advising available for quick questions
February – April	Meet with a career advisor in the Exploration Center, or participate in a workshop to explore your career interests and options.
March	<b>March is Advising Month!</b> Make advising appt. to discuss areas of interest, strengths and goals.
April	Walk-in & group advising in Residence Halls
April/May	Register online

### Summer

Research, experience, and explore: considering your first year outcomes, what else do you need to know to move forward? Consider internships, employment, travel, reading, informational interviews, volunteering, and more to clarify your interests and goals.

## OBJECTIVES & EXPECTED STUDENT OUTCOMES of ADVISING RELATIONSHIPS

Below are broad issues each student will grapple with during college. Discuss with your academic and/or career advisor ways that you can achieve these outcomes.

### Before or when you arrive . . .

- ✍ Explore your academic interests as they apply to UW-Madison
- ✍ Consider and research career options that interest you
- ✍ Explore interpersonal factors (interests, personality) related to academic and career goals
- ✍ Make sound decisions regarding campus choices
- ✍ Learn about differences between your different campus experiences
- ✍ Utilize multiple resources to maximize your experience (advisors, student orgs, study groups, volunteering, electives, networking etc.)
- ✍ Clarify your personal values, especially as they relate to academic and career choices
- ✍ Assess your skills and strengths

### While you're here . . .

- ✍ Narrow your interests and prepare to study in depth
- ✍ Continue assessing your skills, strengths, and interests
- ✍ Continue to consider how your values play a part of career and academic decisions
- ✍ Identify education & other skills you'll need to attain employment or training in your field (is grad school for you?)
- ✍ Understand and build skills employers and grad schools seek
- ✍ Consider conducting informational interviews and begin networking

### As you prepare to graduate . . .

- ✍ Network with at least three people who work in a field of interest to you
- ✍ Be able to articulate what you're studying and why
- ✍ Research employment or grad school options
- ✍ Be able to market your skills and education to employers
- ✍ Continue options assessment