

University of Connecticut
College of Agriculture, Health and Natural Resources
College of Liberal Arts and Sciences
Environmental Programs

Academic Advising Syllabus

Website: <http://environment.uconn.edu>

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Young 220

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Young 227

How do I determine which advisor I am assigned to?

Student Admin > Self Service > Student Center > My Academics > Advisor (right hand side)

<http://studentadmin.uconn.edu/help/students/advisors/>

How do I schedule an appointment with my advisor?

If Sara Tremblay is your advisor, please use Sandbox to schedule an appointment (go to https://sandbox.uconn.edu/secure_per/schedule1.php?stser=771).

If you are assigned to a faculty advisor, you should email him/her to schedule an appointment.

Can I email my advisor with questions?

Yes, you may email your advisor with quick questions. If your concerns are complex, your advisor may ask you to schedule an appointment. Please include your 7 digit student ID and full name for quicker identification. During peak advising times such as the first 2 weeks of classes and registration, please allow 24-72 hours for a response.

How do I get my advisor's signature on a form?

Please email your advisor or schedule a time via [Sandbox](#) to schedule a time to drop off your form. If your advisor needs to meet with you before they can sign the form, you will receive an email telling you this. **Note:** If you are dropping a course and receive financial aid, be sure to stop by the Financial Aid Office (in Wilbur Cross) to ensure that the drop won't impact your future financial aid.

Advisee/Advisor Relationship & Expectations:

Academic advising is an ongoing process that engages students in educational planning that is consistent with their academic strengths and career goals. Academic advising requires an active partnership between students and advisors. Advisors provide guidance to students on academic matters and help students navigate the academic and organizational structure of the University. The advising relationship is both consultative and mutually respectful: the advisee should respect the advisor's suggestions; the advisor is considerate of decisions made by the advisee. The academic advising process supports and promotes the development of students into life-long learners and critical thinkers.

Advisee Responsibilities – What You Are Expected To Do:

Although students are assigned to advisors, it is the responsibility of the student to know and to follow the regulations of the University, be aware of academic deadlines, and plan and carry out a program of study consistent with his/her academic and career goals and the degree requirements of the University.

Specifically, students are expected to:

- Meet with your advisor regularly and **go prepared to advising appointments**. During peak advising times including registration, be sure to schedule your appointment well in advance. **If you cannot attend a scheduled appointment, cancel it ahead of time through Sandbox, AdvApp or contact your advisor by phone or email.**
- Regularly check your UConn email account. Read and respond to all correspondence from your advisor and read the Environmental Program emails.
- Regularly review your Student Admin account, especially your “Academic Requirements” report from the drop down menu in your Student Center. **You should review your “Academic Requirements” prior to meeting with your advisor before registration and after you register to ensure you fulfilled the correct categories.** For any assistance with Student Admin, please refer to the Student Administration System Guides.
<http://studentadmin.uconn.edu/help/students/>
- Enroll in courses at the start of your enrollment date to ensure best access to classes.
- Be proactive. If you have questions, need additional help, or are struggling with classes (for academic reasons or otherwise), contact your advisor as soon as possible to discuss your options.
- Become knowledgeable about CLAS or CAHNR and University requirements, which includes reviewing and being familiar with the undergraduate catalog (catalog.uconn.edu).
- Be responsible and devise a plan to fulfill your major and University requirements. **(Your advisor may suggest courses, however you are responsible for planning your schedule and enrolling in courses.)**

Advisor Responsibilities – What You Can Expect From Us:

Advisors are expected to encourage and guide students as they set realistic goals. Advisors support the development of students by allowing them to take responsibility for their actions and decisions.

Specifically, advisors are expected to:

- Be knowledgeable in and help students interpret University and CLAS or CAHNR general education requirements and major requirements for their program, as well as University and CLAS or CAHNR policies and procedures.
- Be accessible on a regular basis, through appointments, email, or phone. Note that due to large advising caseloads, availability is limited during peak advising times including registration; students are especially encouraged to plan ahead during these times.
- Refer students as needed to other offices or appropriate support resources on campus.
- Maintain students' confidentiality. The Family Educational Rights and Privacy Act (FERPA) restricts the sharing of students' information to "school *officials* with legitimate educational interest." Anyone else wishing to have access to a student's records, such as parents or guardians, must have the student submit a release form before any information about the student's academic record can be shared.

Graduation Requirements:

Track your progress towards graduation using these tools:

- **Academic Requirements Report** – Use this to keep track of your graduation requirements. In Student Admin, go to Student Center and select "Academic Requirements" from the drop-down menu. For instructions, go to: <http://studentadmin.uconn.edu/help/students/academic-requirements-report/>
- **Requirements Worksheet/Plan of Study for Your Major** – The worksheets are meant to be used along with your Academic Requirements Report to help you keep track of your graduation requirements. Access the worksheet for your major on our website: <http://environment.uconn.edu>. Make sure that you select the correct catalog year.
- **Find your College and Catalog Year** – Your College (CLAS or CAHNR) and catalog year can be found at the top of your Academic Requirements report. (Academic requirements may differ depending on your catalog year.)
- **College General Education Audit Sheet** – This allows you to see your University and College (CLAS or CAHNR) general education requirements, as well as the course options for these requirements. For CLAS general education requirements: <http://clasadvising.uconn.edu/general-education-requirements/> **Pay close attention to the "NOTES" at the bottom of the audit sheet.** For CAHNR general education requirements please select your plan of study: <http://grow.uconn.edu/plans-of-study/>

- **Sample Sequence of Courses for Your Major** – View a typical course sequence for your major on our website: <http://environment.uconn.edu>
Note that these sequences are simply suggestions and all students follow a slightly different path.
- **Undergraduate Catalog** – Consult the Catalog for information on graduation requirements (including majors and minors) and information on specific courses (course descriptions, prerequisites, credit restrictions, etc.). Access the Catalog at: <http://catalog.uconn.edu/>.

***Seniors, please use the registrar website to ensure you follow the proper instructions for graduation:**

- Registrar’s Office Steps to a Successful Graduation – <http://registrar.uconn.edu/graduation/>
- **CAHNR Students** must submit their final plan of study **the semester before they graduate!**

Frequently Asked Questions:

- **CLAS students: What are Relateds and how do I know if I’ve satisfied them?**

All CLAS majors require students to take 12 credits of related courses at the 2000-level or higher. CLAS majors must work closely with their advisor to gain approval for their related courses, as these do not appear on your Academic Requirements Report. When you apply for graduation, you must list your related courses in the dialog box on student admin for final advisor and department approval.

- **CAHNR students: What is the 36 credit group and how do I know if I’ve satisfied it?**

Each student is required to successfully complete at least 36 credits of courses that are numbered 2000-level or above in or relating to their major. These courses may also be used to meet other requirements.

This group of courses must:

1. Total not less than 36 credits.
2. Be numbered 2000 or above.
3. Be approved by student’s advisor and program director.
4. Be taken at the University of Connecticut (up to 6 transfer credits may be approved by your advisor).
5. Include two or more departments.
6. Include at least 15 credits from departments in CAHNR.
7. Have a combined Grade Point Average of at least 2.0.
8. Not include more than 6 credits (combined) of Independent Study, Internship, or Field Studies (if included, these courses must be taken at the University of Connecticut).
9. Not be taken on Pass/ Fail (P@ / F@).
10. Not include more than 6 credits of Satisfactory/Unsatisfactory (S/U) coursework.

- **EVST majors: What are major electives and how do I know if I've satisfied them?**

Environmental Studies majors are required to take 2000-level or higher major electives. Major electives are courses that compliment your curriculum in an area of your interest. CLAS students are required to take 9 credits of major electives and CAHNR are required to take 15 credits of major electives. Majors must work closely with their advisor to gain approval for their major elective courses, as these do not appear on your Academic Requirements Report. When you apply for graduation, you must list your major electives in the dialog box on student admin for final advisor and department approval. A list of major electives can be found on our website: http://evst.uconn.edu/wp-content/uploads/sites/1384/2016/11/Sample_EVSTMajorElectives.pdf

- **ENVS Majors: How do I declare my concentration?**

First, meet with your advisor to discuss your decision. If you are a **CLAS** student, you can declare your concentration at ppc.uconn.edu, select major change, Environmental Sciences and then choose your concentration in the drop down menu. If you are a **CAHNR** student, you can go to the Academic Programs office in Young 206 to declare your concentration.

- **Does a grade below C still count towards my major?**

Students must take a certain amount of 2000-Level credits within the major (CAHNR 36-credits; CLAS please review your Advisement Requirements report in Student Admin) and earn an **average** GPA of 2.0 (i.e. a C average) or higher in these courses. If you earn less than a C in one or more of your credit group courses, but your average GPA for this group is still a 2.0 or higher, then this requirement will be satisfied.

Course Registration:

Be sure to plan ahead when it is time to enroll in your courses for the next semester. Here are step-by-step instructions for the course enrollment process:

1. **View your enrollment date in Student Admin.** This is the specific date and time that you can begin enrolling in your classes for the next semester. To find yours, go to your Student Center in Student Admin and click on Enrollment Dates (on the right). Click “details”, select the appropriate term, and click Continue. You will then see your enrollment date and time underneath “Appointment Begins”. For help, go to:
<http://studentadmin.uconn.edu/help/students/registration-appointment-time/>
2. **Check to see if you have any holds in Student Admin.** Go to your Student Center and look under Holds & Indicators (on the right). If you do have a hold, click “details” to see if it will restrict your enrollment. Take action to ensure the hold will be removed by your enrollment date. For help, go to: <http://studentadmin.uconn.edu/help/students/holds/>
3. **Select classes and fill your shopping cart.** Use the following tools in Student Admin to help you choose your courses. Find tutorials for these tools at:
<http://studentadmin.uconn.edu/help/students/add-classes/>
 - **Search for Classes** – view course offerings and meeting times. Fill your Shopping Cart with the classes you plan to take and be sure to check for time conflicts and prerequisites. (See #6 for directions on how to use the Dynamic Class Search)
 - **Browse Course Catalog** – see when courses are typically offered, read course descriptions, and add courses to your shopping cart.
 - **Dynamic Class Search** – see if seats in a certain class/section are Reserved or Unreserved (which can help you avoid receiving surprise error messages). Note that classes with unreserved seats may still require instructor consent; therefore, be sure to check each individual course.
 - **Schedule Builder** – create custom schedules that accommodate your co-curricular activities. Choose the best schedule for you and import it into your shopping cart.
 - **Academic Planner** – plan out your future schedules. Select the courses you intend to register for, assign them to future semesters, and see whether your planned courses will complete your graduation requirements.

Things to consider when planning your course load:

- Students need to enroll in at least 12 credits to have full-time status. However, it's recommended that students take an average of 15 credits per semester to graduate in 8 semesters.
- Students are advised to take no more than 3 science and/or math courses in one semester. Gen. eds, relateds, courses for a minor or double major, and elective credits can help you balance your schedule and reach the 120 total credits needed to graduate. “Elective” means any course that you wish to take.
- Many classes are offered only once a year or in alternate years, so be sure to plan ahead.

4. **Meet with your advisor if you have questions.** Refer to Page 1 of this advising syllabus for instructions on how to schedule an appointment with your advisor. It's important to schedule your appointment well in advance during pre-registration (October thru mid-November and March thru mid-April). Be sure to come prepared and on time.

5. **Enroll on your enrollment date.** Classes fill quickly so be sure to enroll as soon as your enrollment date arrives!

6. How to Search for an Open Class

1. Go to **Main Menu -> Self Service -> Dynamic Class Search**
2. Enter the desired **Term**, **Campus**, and **Subject**. You may also enter a **Catalog Number** to look for a specific class. Keep the **Open Classes Only** box checked to find open seats.
3. Look for **Unreserved Available** seats (#1 in image below), or **Reserved Capacity Available** (#2 in image below) if it lists your major. *Some classes come with **Auto Enroll** sections (#3 in image below). The **Class Nbr** you pick will also enroll you in those sections. For example, CHEM 1127Q comes with Lecture, Lab, and Discussion sections.
4. Write down the **Class Nbr** (#4 in image below) of the course you wish to enroll in. You may want to write down a few options to see what fits best in your schedule.

UConn
 Favorites | Main Menu > Self-Service > Dynamic Class Search
 Home | Instructor/Advisor Help | Student Help | Admin Help | NetID/EmpID | Add to Favorites

* Term: Fall 2015
 Session: [Dropdown]
 Subject: CHEM - Chemistry
 Catalog Nbr: 1127Q

Open Classes Only: Online Classes Only: Instruction Mode: [Dropdown]

* Select Campus - Check all that apply
 Storrs Stamford Health Ctr
 Avery Pt Torrington Law School
 Hartford Waterbury Off-campus

Course Catalog Level
 Ratcliffe Hicks 0000-0999
 Undergraduate 1000-4999
 Graduate/PharmD 5000-6999
 Law 7000-7999
 Non-Credit

Class Nbr	Subject Area	Catalog Nbr	Class Section	Academic Career	Campus	Session	Description	Instruction Mode	Auto Enroll Sections	Enrollment Capacity	Enrollment Total	Reserved Capacity Available	Unreserved Available	Wait List Available	Instructor (Role)	Hours/Days/Location
	CHEM	1127Q	001	Undergrad	STORR	Regular	General Chemistry	In Person		288	25				Fatma Selampinar (TC), Joseph Depasquale (PI)	10:00AM - 10:50AM / TuTh / LH102
	CHEM	1127Q	001D	Undergrad	STORR	Regular	General Chemistry	In Person		15	5				Fatma Selampinar (TC), Joseph Depasquale (SI)	8:00AM - 8:50AM / Mo / CHNT112
1365	CHEM	1127Q	001L	Undergrad	STORR	Regular	General Chemistry	In Person	001, 001D	15	0	15 for RC Block Enrollment section	0	0	Fatma Selampinar (TC), Joseph Depasquale (SI)	9:05AM - 12:05PM / Mo / CHMT108
	CHEM	1127Q	002D	Undergrad	STORR	Regular	General Chemistry	In Person		15	0				Fatma Selampinar (TC), Joseph Depasquale (SI)	12:20PM - 1:10PM / Mo / CHMT112
1368	CHEM	1127Q	002L	Undergrad	STORR	Regular	General Chemistry	In Person	001, 002D	15	0	15 for RC Block Enrollment section	0	0	Fatma Selampinar (TC), Joseph Depasquale (SI)	1:25PM - 4:25PM / Mo / CHMT108
	CHEM	1127Q	003	Undergrad	STORR	Regular	General Chemistry	In Person		240	15				Fatma Selampinar (PI)	12:20PM - 1:10PM / MoWe / CHMA120
	CHEM	1127Q	003D	Undergrad	STORR	Regular	General Chemistry	In Person		15	0				Fatma Selampinar (SI)	8:00AM - 8:50AM / Tu / CHNT112
1370	CHEM	1127Q	003L	Undergrad	STORR	Regular	General Chemistry	In Person	003, 003D	15	0	15 for RC Block Enrollment section	0	0	Fatma Selampinar (SI)	9:00AM - 12:00PM / Tu / CHMT108
	CHEM	1127Q	004D	Undergrad	STORR	Regular	General Chemistry	In Person		15	5				Fatma Selampinar (SI)	12:30PM - 1:20PM / Tu / CHMT112

Strategies for Success:

This advising syllabus has already provided you with numerous strategies for success. Here are a few additional strategies that haven't already been covered:

- **Get to know your professors.** Meet your professors outside of class. Each professor will have a different teaching style, so you may need to adjust your learning style. Check your course syllabi for their office hours and expectations of your work. In addition to helping you better understand course material, getting to know your professor outside of class is valuable when you need letters of recommendation.
- **Research your career goals.** Whether or not you have a clear career goal in mind, it is important to fully research potential careers. Meet with experts on campus (professors, the [Center for Career Development](#), the [Pre-Med/Pre-Dent Advising Office](#), etc.) while also doing research on your own via the Internet, shadowing, and hands-on experiences. This research will not only help you prepare, but will help ensure that your career goal is both realistic and one that you will find satisfying. Additionally, many post-baccalaureate educational opportunities require or recommend certain courses as prerequisites; the sooner you identify your career goal, the easier it will be to fulfill these prerequisites.

If you are planning to apply to medical school, dental school, or PA programs, it is extremely important that you meet regularly (at least once a semester) with the Pre-Med/Pre-Dent Office. Go to <http://www.premed.uconn.edu> to learn more; from there you will also see options to join the Pre-Medical and Pre-Dental Societies.

If you are planning to apply to law school, it is important to meet with the Pre-Law office. Go to <http://prelaw.uconn.edu/> to learn more.

- **Develop a graduation timeline.** Use the tools listed under “Graduation Requirements” (above) to help you plot out your future semesters. Once you have created a graduation timeline, meet with your academic advisor to ensure its accuracy. Note that graduation plans are subject to change each semester, but having a baseline will make it much easier for you to accomplish your goals (such as a double major or studying abroad) and still graduate on time.
- **Gain additional skills through research, internships, shadowing, etc.** The Environmental Programs office sends update emails that include various opportunities related to Environmental Sciences and Environmental Studies. We encourage you to look into these opportunities as well as others you learn about in class, through student clubs, online, etc. in order to gain hands-on experience related to your major and career goals. Please note that these emails include all opportunities of which we are aware. The Center for Career Development also lists internships as well as provides information on how to find and apply for internships: <http://career.uconn.edu/internships-and-coops/>.

- **Recognize when you need help and reach out.** Rigorous courses and/or personal problems can sometimes pose challenges. If this occurs, seek help. There are many tutoring and support services on campus (see “Campus Resources” below). Reach out to your academic advisor if you feel overwhelmed and we can help by referring you to the appropriate support service. **We care about your welfare as much as your academic success so don’t hesitate to come for help!**

Campus Resources:

To search for any program, resource, or department at UConn simply go to students.uconn.edu or use the A-Z Index (<http://www.uconn.edu/azindex.php>). Below you will find some of the resources that are especially important for you to be aware of.

General Resources

- Bursar’s Office: <http://bursar.uconn.edu/>
- Campus Map: <http://maps.uconn.edu/>
- Financial Aid: <http://financialaid.uconn.edu/>
- Residential Life: <http://www.reslife.uconn.edu/>

General Academic Resources

- CLAS Academic Services Center: <http://clasadvising.uconn.edu/>
- CAHNR Academic Programs Office <http://grow.uconn.edu>
- Registrar’s Office: <http://www.registrar.uconn.edu/>
- Student Admin Tutorials: <http://www.peoplesofthelp.uconn.edu/index.html>
- Summer Session: <http://summersession.uconn.edu>
- Transfer Admissions:
 - Transfer Course Equivalencies in Connecticut: <http://admissions.uconn.edu/content/transfer/course-equivalencies#/>
 - Prior Course Approval for Out-of-State Courses: <http://admissions.uconn.edu/content/transfer/current-uconn-students>
- Undergraduate Catalog: <http://catalog.uconn.edu>

Academic Support & Tutoring

- Academic Achievement Center (AAC): <http://achieve.uconn.edu>
- Chemistry Tutoring: <http://chemistry.uconn.edu/undergraduate/resources.html>
- GPA Calculators: <http://gpacalculator.net/college-gpa-calculator/> or http://web2.uconn.edu/aces/gpa/GPA_Calculator.php
- Q Center: <http://qcenter.uconn.edu>
- Writing Center: <http://www.writingcenter.uconn.edu>
- UConn Connects: <http://achieve.uconn.edu/program-information/>

Enrichment Programs & Services

- Center for Career Development (CCD): <http://www.career.uconn.edu/>
- Education Abroad: <http://abroad.uconn.edu/>
- Honors Program: <http://honors.uconn.edu/>
- Office of Undergraduate Research (OUR): <http://ugradresearch.uconn.edu/>
- Pre-Med/Dent Advising: <http://www.premed.uconn.edu>
- Pre-Law Advising: <http://prelaw.uconn.edu/>

Student Support

- Center for Students with Disabilities (CSD): <http://www.csd.uconn.edu/>
- Counseling and Mental Health Services (CMHS): <http://www.counseling.uconn.edu/>
- Dean of Students Office (DOS): <http://dos.uconn.edu/>

Academic Calendar:

Source: <http://registrar.uconn.edu/calendar.htm>

Calendar for Fall Semester 2017

Date	Deadline/Event
Monday, Aug. 28	Fall semester begins
Monday, Sept. 4	Labor Day – No classes
Tuesday, Sept. 5	Last day to file petitions for course credit by examination Add/Drop via Student Administration System closes. Courses added or dropped after this date require additional signatures (see chart).
Monday, Sept. 11	Dropped courses will have a “W” for withdrawal recorded on the academic record. Last day to place courses on Pass/Fail
Monday, Sept. 18	Last day for students to make up Incomplete or Absence grades
Tuesday-Monday, Sept. 19-25	Examinations for course credit by examination
Tuesday, Sept. 26	Dean’s signature required to add courses
Friday, Oct. 6	Mid-semester progress reports due students from faculty
Monday, Oct. 23	Registration for the Spring 2018 semester via Student Administration System begins
Monday, Oct. 30	Last day to drop a course Last day to convert courses on Pass/Fail option to letter grade
Sunday-Saturday, Nov. 19-25	Thanksgiving recess
Friday, Dec. 8	Last day of fall semester classes
Monday-Sunday, Dec. 11-17	Final examinations

Calendar for Spring Semester 2018

Date	Deadline/Event
Tuesday, Jan. 16	Spring semester begins
Monday, Jan. 22	Last day to file petitions for course credit by examination Add/Drop via Student Administration System closes. Courses added or dropped after this date require additional signatures (see chart).
Monday, Jan. 29	Dropped courses will have a "W" for withdrawal recorded on the academic record. Last day to place courses on Pass/Fail
Monday, Feb. 5	Last day for students to make up Incomplete or Absence grades
Tuesday-Monday, Feb. 6-12	Examinations for course credit by examination
Tuesday, Feb. 13	Dean's signature required to add courses
Friday, Feb. 23	Mid-semester progress reports due students from faculty
Sunday-Saturday, March 11-17	Spring recess
Monday, March 19	Registration for the Fall 2018 semester via Student Administration System begins
Saturday, March 24	Emergency closing class make up date
Monday, March 26	Last day to drop a course Last day to convert courses on Pass/Fail option to letter grade
Friday, April 27	Last day of spring semester classes
Monday-Saturday, April 30-May 5	Final examinations
Saturday-Sunday, May 5-6	Undergraduate commencement ceremonies