



My Advising Team:

Academic Advisor, Math Center

Michelle Ort

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The best way to contact Michelle and Laurie is by email: [mcenter@math.arizona.edu](mailto:mcenter@math.arizona.edu)

Appointments: <http://mathcenter.math.arizona.edu>

Assistant Director, Math Center

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Faculty Advisor

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Phone: \_\_\_\_\_

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Academic advising is a collaborative relationship between a student and an advisor, designed to assist the student in the development of meaningful educational goals.

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EXPECTATIONS:

Student Responsibilities:

- Read your U of A email daily; see email etiquette on reverse.
- Take the initiative to meet with your Advisor at least once per semester to discuss your progress.
- Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings; bring questions and necessary materials; be open to suggestions.
- Check your Advisement Report regularly (in UAccess under My Academics); bring a copy when meeting with your Faculty Advisor.
- Execute an academic plan directed toward completing your degree.
- Take responsibility for making your own academic and career decisions based on available information and advice, including your graduation plan.
- Develop a working knowledge of policies, procedures, deadlines, and campus resources.
- Review and become familiar with your major/ minor requirements each semester and track your progress towards graduation.
- Seek out opportunities like research, teaching, study abroad, and internships, to complement your degree.
- Use campus resources to get the most from your time at the U of A and to better prepare for post-graduation (e.g. Think Tank, Math Dept. tutoring, instructor office hours, Career Services, etc.)

Academic Advisor Responsibilities:

- Advise you in making academic decisions consistent with your interests, abilities, and goals, and relate them to academic majors and minors.
- Accurately and effectively communicate departmental, college, and university policies and processes, deadlines, and campus resources.
- Provide information about opportunities available to our majors.
- Listen responsively and address questions, concerns, and

- problems; refer you to appropriate support services when needed.
- Assist you in: defining and/ or clarifying your academic and career goals; creating short- and long-term academic plans consistent with those goals; and, planning for graduation.
- Provide advice to help you deal with road blocks and difficulties in your degree program.
- Maintain confidentiality according to the Family Educational Rights and Privacy Act (FERPA).
- Be available and accessible to answer questions via email, by appointment, and during scheduled walk-in hours.
- Make adjustments to your advisement report as appropriate.
- Notify you of your Faculty Advisor assignment.

Faculty Advisor Responsibilities:

- Advise you in making decisions about which upper-division major courses to take, how many to take in a given term, and how to sequence them. Students planning to take 4 or more major courses in a semester must request Faculty Advisor approval.
- Discuss and approve your flexible major course, if applicable for your emphasis.
- Discuss and approve other major course substitutions, if appropriate.
- Consult regarding selection of your minor and other courses that may enhance your program.
- Provide information about careers and/ or graduate school; they may also know of research and internship opportunities within the University and across the country.
- Verify completion of your major as a part of your official Degree Check process prior to graduation.

Student Four-Year Timeline: Advisors are here to help at each step of the way!

1<sup>st</sup> Year:

- Explore interests, strengths, and potential careers.
- Make a tentative plan of classes, year by year.
- Build a resume, meet faculty and mentors.
- Get involved in clubs, organizations, volunteering.
- Look into study abroad, internships, teaching and/or research opportunities.

2<sup>nd</sup> Year:

- Develop relationships with faculty and mentors, ask for letters of recommendation.
- Finalize and declare major(s), emphasis, and minor(s).
- Update resume.
- Seek internships, research, teaching, and/or study abroad programs.
- Continue involvement in activities.

3<sup>rd</sup> Year:

- Research career and/ or graduate school options.
- Talk to Career Services or pre-professional Advisors.
- Update resume.
- Continue activities.
- Plan for graduate exams (GRE, LSAT, MCAT, GMAT).
- See Academic Advisor for informal degree check.

4<sup>th</sup> Year:

- Apply for graduation and begin official degree check.
- Finalize career, professional, or post-graduate plans.
- Apply for graduate or professional schools.
- Submit resumes, begin interviewing.
- Let us know your post-graduation plans!

## Departmental Information and Procedures:

**The Math Center:** The Math Center supports our undergraduate degree programs in the mathematical sciences. The Math Center provides advising to math or statistics majors and minors on course selection and program requirements. Additionally, we organize events for undergraduates and provide facilities for undergraduate activities including the MathCats student club. The Math Center is located in rooms 221, 220, 219, 217, and 215 of the math building; the Advisors in rooms 221, 217 and 219 are available by appointment or during posted walk-in advising hours.

**Rm 220:** The undergraduate Math Center library and study room (rm 220 of the math building) is available for use by our majors weekdays from 8am – 5pm during fall and spring semesters. Facilities include study space with boards, books that can be checked out, and two computers (sorry, no printing facilities). Upper-division tutoring is available, as posted. Room 220 may occasionally be closed for exams or special events.

**Academic Office:** The window at rm 108 of the math building is generally open from 8am – 4:55pm weekdays to student traffic. Office staff can assist you with issues regarding math placement, enrollment in courses offered by the department (including independent study), and turning in math homework. The academic office also maintains a list of instructor office hours each term.

**Office Hours:** All instructors are required to hold office hours on a regular basis, and to be available by appointment for their students. Students are expected to attend office hours to ask questions and get help with homework, but also to build connections among faculty and learn more about other aspects of university life, like research.

**Tutoring:** As a supplement to instructors' office hours, tutoring is offered for our courses at all levels. See the math department web page for details: <http://math.arizona.edu/academics/tutoring>

**Advisement Reports:** UAccess provides student Advisement Reports (see My Academics) to assist students with academic planning. Students are encouraged to use these tools as a supplement to (not a replacement for) regular meetings with your advising team. Academic Advisors will help you interpret the information given in these documents, and may make changes to them, when appropriate.

## DATES & DEADLINES:

<b>Before term begins</b>	Identify your goals and finalize your schedule.
<b>Week 1</b>	If necessary, make any last-minute changes to your schedule; check precise academic deadlines on the Registrar's website regarding adding and dropping courses: <a href="http://registrar.arizona.edu/courses/dates-deadlines">http://registrar.arizona.edu/courses/dates-deadlines</a> Check your final exam dates/times at <a href="http://registrar.arizona.edu/students/courses/final-exams">http://registrar.arizona.edu/students/courses/final-exams</a> and mark them on your calendar.
<b>Week 2</b>	Last day to drop a full-semester class without a grade appearing in your record is 9/8/19.
<b>Weeks 2 – 4</b>	Visit your instructors during their office hours before your first exam in each class. Use Think Tank or other tutoring for extra help.
<b>Weeks 5 – 16</b>	Continue to visit office hours and tutoring.
<b>Weeks 6 – 9</b>	Get ready to register for next term: prepare a list of courses you may take, look up your enrollment appointment in UAccess (request an advising appointment 1-2 weeks before your registration week). Prepare for and take midterms.
<b>Week 10</b>	Evaluate how your courses are going: drops between weeks 2 & 10 result in a W on transcript. Starting week 10, all requests to drop a class must be done via late change petition through the Dean's office (Gould-Simpson 1017 for students in the College of Science only). <a href="http://cos.arizona.edu/content/policies-and-procedures">http://cos.arizona.edu/content/policies-and-procedures</a>
<b>Weeks 11 - 16</b>	Complete any projects due at the end of the term. Verify final exam dates/times and begin exam review. Think Tank offers review sessions for some courses.)
<b>Finals week</b>	Do your best on your exams.

### Appointment Etiquette:

- Arrive promptly for your appointment; if you are early, keep in mind that your Advisor may not be ready for you yet.
- If you need to cancel, please send an email message as far in advance as possible. It is helpful to include your appointment confirmation.
- Keep in mind that during busy times of the year (beginning of a semester, priority registration), appointments may be filled a week in advance. Plan ahead!
- Write down a list of topics/questions you want to address; prepare a list of courses you are considering.
- Keep all of your advising information organized in a folder and bring it with you to appointments (also bring paper and pen for note-taking).
- Turn off your cell phone before entering your Advisor's office.

### Email Etiquette:

- Use your University of Arizona account.
- Use a clear subject line, such as, "Question about my schedule".
- Include your full name and Student ID number.
- If you are having difficulty registering for a course, include the course number and any error messages you are receiving.
- Keep questions clear, short, and to the point.
- Don't be too casual with your Advisors or Professors when using email. Always proofread and use spell check!
- Allow 1-2 business days for a response. You should also reply to your own email in a timely manner.

**Academic Catalog:**  
[catalog.arizona.edu](http://catalog.arizona.edu)

**Advising Resource Center:**  
[advising.arizona.edu](http://advising.arizona.edu)

**Campus Health & CAPS:**  
[www.health.arizona.edu](http://www.health.arizona.edu)

**Career Services:**  
[career.arizona.edu](http://career.arizona.edu)

**Center for Leadership & Student Involvement:**  
[union.arizona.edu/involvement](http://union.arizona.edu/involvement)

**Dean of Students Office:**  
[deanofstudents.arizona.edu](http://deanofstudents.arizona.edu)

**Disability Resource Center:**  
[drc.arizona.edu](http://drc.arizona.edu)

**Financial Aid:**  
[financialaid.arizona.edu](http://financialaid.arizona.edu)

**Major Exploration & Pre-Professional Advising:**  
[clas.arizona.edu](http://clas.arizona.edu)

**Registrar:**  
[registrar.arizona.edu](http://registrar.arizona.edu)

**Study Abroad and International Student Services:**  
[global.arizona.edu](http://global.arizona.edu)

**Teacher/Course evaluations:**  
[tceonline.oia.arizona.edu](http://tceonline.oia.arizona.edu)

**Think Tank:**  
[thinktank.arizona.edu](http://thinktank.arizona.edu)

**Writing Skills Improvement:**  
[wsip.arizona.edu](http://wsip.arizona.edu)

## RESOURCES: