



COLLEGE OF ENGINEERING

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACADEMIC ADVISING PARTNERSHIP

Academic advising is a collaborative educational process—a partnership between advisors and students. The goals of this partnership are for students to (1) recognize and understand the requirements for their chosen college degree, (2) learn the skills needed for academic success, and (3) how to access and apply the variety of resources and services available to them.

The advisor-student partnership requires participation and involvement of both parties to support the achievement of the student's academic and career goals. The student and the advisor have clear responsibilities to ensure this partnership is productive and successful.

STUDENTS ARE EXPECTED TO:

- Understand the requirements of their degree program
- Learn how to use the advising resources and tools
- Develop and update their academic plan in Degree Works
- Integrate experiential learning and career development into their academic plan
- Assess their progress toward their academic and career goals
- Communicate questions, needs, and concerns and respond to advisor communications

ADVISORS ARE EXPECTED TO:

- Employ a common sense, compassionate, and holistic approach to guide students in their academic journey
- Educate students on degree requirements and use of advising tools
- Provide accurate and consistent information and guidance on course selection, semester course loads, transfer equivalencies, and university policies that address the individual student's needs and challenges
- Connect students with campus support services including the Student Success Center, Career Services, the Counseling Center and Disability Services and encourage students to participate in campus life activities

Frequently Asked Questions about Advising

How will I know who my advisor is?

Students are not assigned to particular advisors. When you submit an advisor request, one of the advisors will respond to you, typically within 24-48 hours. The advising request link may be found at <https://www.uah.edu/eng/departments/undergraduate-engineering/coe-advising>.

Why should I meet with an advisor?

The Engineering Advisors are here to support you on your academic journey. The advisors will:

- Confirm the academic requirements for your degree
- Ensure that the courses you have chosen are the “right” courses for a particular semester
- Review and explain UAH and College of Engineering policies and procedures
- Help you explore major and career options
- Direct you to campus resources and student life opportunities
- Work with you to assess your academic progress, and
- Help you use the advising tools and registration resources

How should I prepare for an advising appointment?

Remember that you and the advisors are collaborators and need to work together. Thus, before you meet with an advisor, you need to prepare. Here are some suggestions for preparing for your meeting.

- Draft a plan for what you want to accomplish during the meeting that includes information the advisor will need (e.g. work schedule or specific course problems) and a list of things you want to address and resolve (e.g. I’m planning to co-op next semester or I want to minor in Economics)
- Review your 4-year plan, flowchart and checksheet and prepare a list of your questions and concerns about degree requirements, transfer credit, and course prerequisites
- Bring a tentative plan to complete your degree to the advising appointment and be prepared to discuss it with an advisor
- Bring copies (hard or electronic) of forms to the appointment if you need paperwork approved

Do I need to meet with an advisor every semester?

No. How often you meet with an advisor depends on your own planning, preference, and initiative. Some students prefer to have regular contact with an advisor. Other students use the advising tools and resources and only meet with an advisor when they have a specific problem or challenge. You might find that an advisor will reach out to you for a meeting. If you think you need to meet with an advisor, you probably do – so make an advising request!

Will my advisor help me choose my classes?

Advisors will help confirm that your semester course plan meets your degree requirements and will answer specific questions about electives, Charger Foundations, and prerequisite chains. Through Orientation, FYE 101E, EGR 299 and EGR 399, the engineering advisors will show you how to use the advising tools (e.g. 4-year plans, flowcharts, Degree Works, Charger Foundations) to develop your academic plan. So, while advisors do not choose classes for students, they will work with you to ensure that you are making progress towards your degree requirements.