

UK 101 Fall 2011 ACADEMIC ADVISING LESSON PLAN

Overview and Preparation

This lesson plan provides a general overview of myUK resources, academic advising, academic decision making, and class registration. It is very important for instructors and students to understand that procedures for advising and registration vary among colleges. Be sure to refer students to their particular college for answers to specific questions.

This UK 101/201 session will be most beneficial to students if presented during the first week of October. This timeframe is before midterm, prior to the deadline to drop a course, and when many students are contacted by their college about priority registration advising. The session should be presented after the Degree Planner (APEX) tutorial.

This lesson plan can be facilitated by the instructor/peer instructor or a guest presenter. Unless the instructor has access to the Student Services tab in myUK, the peer instructor will be required to log into their myUK account during the class. If your class does not meet in a smart classroom, you will need to request a laptop and projector. If you prefer that your students follow along using their own myUK account, you can schedule this class in a computer lab. Ideally the instructor and peer instructor will familiarize themselves with the myUK tutorial **before** the class session. The peer instructor should not be required or pressured to share any private information (including, but not limited to, grades, transcript, class schedule, etc.) with the class. If the peer instructor is uncomfortable using their myUK account, you can ask for a volunteer from your class.

This lesson plan is designed to give the instructor and peer instructor background knowledge about myUK and advising practices and should include some discussion and personal reflection. *It is not intended to serve as a script to be read to the class.* It is expected that some tabs and links will be reviewed quickly and that others will have more discussion. Instructors should spend approximately 25-30 minutes on the myUK tutorial and 10-15 minutes on the academic advising discussion. Most students in UK 101/201 will have been to myUK at least twice - once to register for an advising conference and once to register for fall classes. Unfortunately, many students (including upperclass students) don't realize the full range of options and resources located in myUK. In many cases the peer instructor can relay his/her experience and give some practical advice. However, please caution all students to verify information with their own college's academic advisor.

myUK Tutorial

- Ask your peer instructor to log into their myUK account using link blue. The peer instructor should deliberately begin at the UK homepage, then click on the link blue, select myUK, then log in. This will show first semester students how to find myUK.
- Explain to the class that in this lesson you will be highlighting the various pages, resources, and links in myUK. myUK can be considered the “one-stop-shop” for online student services and it is important that students know how to navigate the site.
- The overall theme of this lesson is student responsibility. The University places resources and information within easy reach of the students, and in turn, UK expects students to take control of their education and use these resources wisely.

1. myInfo Tab in myUK

When presenting this material, navigate through the following links located in the blue column on the left side of the screen in myUK.

myContact Info

- It is your responsibility to make sure UK has the most up to date contact information. This includes local address, permanent address, email address and phone number.
- Update your contact information in myUK every semester!
- From UK’s perspective, any mail that is sent to you is assumed to be received. For example, UK only contacts students about tuition and fees online and it is your responsibility to make sure you receive that information.
- Missed deadlines and opportunities should be avoided by all of you.

mySchedule

- This screen gives a nice visual for the timing of classes each semester.
- This page will be viewed and discussed in more depth in the myRecords tab.

myStops and Holds

- Among other things, stops and holds can prevent students from registering for classes.
- UK can place a hold on a student’s account for unpaid parking tickets, overdue library books and fines, delinquent tuition, student health services fees, etc.
- For colleges who require students to see an advisor, every student will have an Advising Hold placed on their record each semester, and the hold prevents registration.
- It is the student’s responsibility to take care of any stops and holds before their priority registration window opens.

Academic Calendar

- Want to know when final exams are this semester? Want to know when you can add and drop classes? Want to know when you can change majors to a new college? You can find all that and more in the Academic Calendar.
 - Optional: Navigate to the Registrar’s homepage by clicking “Home” at the top of the tan list of links within the body of the myUK screen.*
 - Ask your students if anyone knows what the Office of the Registrar does? Have they ever even heard the word “Registrar?”
 - The Registrar manages the student information systems, maintains the integrity of academic records, publishes the Bulletin (which contains the rules and regulations of UK academics) and manages registration for new and continuing students.

- In short, the Registrar makes it possible for classes to meet, students to get enrolled and accurate records to be maintained.
- There are many good resources and links on the Registrar’s website.
Briefly highlight and click to the following:
 - Tuition & Fees, Final Exams, How to Withdraw, Majors and Minors, Bulletin, Schedule of Classes, Distance Learning Programs, Calculate GPA, How to Register, Transcripts

UK Account Manager

- If you need to create a new password, create it here.
- With such easy access to the UK Account Manager, there is no reason for students not have a properly functioning UKY email account. Again, any mail sent from UK is assumed to be received by the student. It is the student’s responsibility to maintain and use an email account with the University.
- If you choose to forward your UKY email account to another provider, make sure the email address being used is appropriate. Using an email address like “prettygirl09@hotmail,” or “jazzyjake@ gmail” to communicate with faculty and staff for official academic business may give the recipient an unintended or negative impression.
- When emailing with faculty and staff, especially when using a non-UKY email account, ALWAYS include your full name, first and last.

myAppointments

- The majority of students can use myAppointments to schedule an advisor meeting. All students can use it to schedule an academic consultation with various support units on campus, including The Study. *[Presenter: Go to the myAppointments page to show the list of participating colleges and support units.]*
- If the college assigns an academic advisor to each student, the advisor’s name will be displayed at the top of this page along with the student’s major.
- Remember every college does advising differently. Some colleges use an electronic system for scheduling advising appointments and some colleges use a paper sign-up sheet on their office door. It is the student’s responsibility to figure out how to schedule appointments with his or her advisor.

2. myRecords Tab in myUK

When presenting the following material, navigate through the links in the blue column on the left side of the screen. Notice that the last link is for graduate students only.

mySchedule

- You’ll notice that this screen is similar to the one in myInfo. In addition to outlining a class schedule, this is the screen where students can view their midterm and final grades.

Let’s talk about grades for a minute:

Ask your students any of the following questions to prompt discussion: What are grades? Why are they important? Why do we need them?

Responses to these questions will vary, but the instructor should highlight the following ways grades are used at UK:

- To keep or be eligible for scholarships/loans/financial aid
 - o Students should check with their individual scholarship/financial aid provider to determine the minimum GPA requirements. Some aid packages have a

probation period if the GPA falls below the minimum, some do not. It is the student's responsibility to know these parameters.

- To pursue a particular major
 - o Several colleges require that students maintain a certain GPA to declare or continue in a particular major. For example, the Colleges of Business and Economics, Engineering, Communications and Information Studies, and Nursing all have GPA requirements.
- To earn honors i.e., Dean's list, graduation honors, etc.
- To participate in certain co-curricular activities i.e., education abroad, UK 101 peer instructor, Greek life, varsity athletics, etc.
- To graduate from UK
 - o Students must have a cumulative GPA and major GPA of no less than a 2.0 to graduate from UK. Some colleges have higher standards.
- To gain admission into a particular graduate or professional school, i.e., medical, pharmacy, dental, law, veterinary, physical therapy, etc.
- To stay in good standing with the University.
 - o To be in **good standing** with the University means a student is making progress towards a degree and the student's cumulative GPA is above a 2.0. Although students and their families have their own expectations and goals regarding GPA, the absolute, very minimum goal should be to remain in good standing with a 2.0.
 - o To be on **academic probation** means a student has failed to meet the minimum 2.0 standard for the cumulative GPA. As a freshman (or transfer student) the term and cumulative GPA are the same. If a student earns below a 2.0 this fall, they will likely be on academic probation. Academic probation is a warning that a student needs to reevaluate his or her situation and make changes to academic life. This could include changes in attitude, attendance, social behavior, study habits, number of hours working in a job, etc. Please note that colleges can choose to create more stringent standards for students pursuing their majors. Students who are struggling in their classes should meet with their academic advisor immediately.
 - o To be **academically suspended** from the University means a student must sit out from classes at UK for a semester and a summer. Students can be suspended if (1) they fail to earn a 2.0 semester GPA any semester they are on academic probation, (2) they fail to bring their cum GPA above a 2.0 after three consecutive terms, or (3) they earn less than 0.6 GPA in their first semester at UK if they enrolled in 10 or more graded hours.
 - o Suspension decisions are made by each college individually and are not necessarily automatic. In the case of selective admission colleges (see those listed above) a student can be suspended from a college but still remain a student at UK. To be suspended from a college means the student has to choose a different major. Again, if a student is doing poorly he or she should meet with their academic advisor immediately.

Another point of emphasis: earning good grades not only shows mastery of material and information, but also how well students take instruction and follow through with assignments and responsibilities. Demonstration of these skills through good grades makes students attractive to future employers. We all know people with great intelligence but poor grades, right? While that

intelligence is valuable to employers, it isn't the only criteria they are looking for. Employers want to know that college graduates can be given a task and follow through with positive results.

Midterm Grades

October 17 is the midterm of the fall 2011 semester and during this time instructors will be posting midterm grades on myUK. Midterm grades are sort of a "temperature check." If a student likes their midterm grade, great, the student can keep doing what he or she is doing. But if a student doesn't like what he sees, NOW is the time to make changes! Students with poor midterm grades should ask themselves the following:

1. Does this grade include all exams, assignments, quizzes, participation points, etc.?
2. What remaining assignments or exams are left in the semester that can raise this grade?
3. Based on my preparation and performance thus far, how likely is it that I will raise this grade? Do I need to get 120% on the next two exams to bring this up?
4. Is this class required for my major? Or am I taking it for Gen Ed requirements or electives that can be completed with different classes during a different semester?

Students should consult with instructors and advisors if they aren't sure what changes need to be made.

Withdrawal

Wednesday, September 14, 2011 is/was the last day to withdraw from a class and not have any record of the course on your transcript.

Friday, November 4, 2011 is the last possible day to withdraw from classes and not receive a grade. The course will still be on the transcript with a "W" grade. If a student stays in a class after November 4, they will earn a grade that will affect their GPA. Some colleges do offer post-midterm withdrawals for non-academic reasons (i.e., significant health, personal, emotional, financial crisis, etc.). Students dealing with extenuating circumstances should check with their college about possible options for withdrawal after November 4.

Students can drop individual classes on the Registration screen in myUK. In order to withdraw from all classes in a semester, the student must go to the Registrar, 10 Funkhouser. Although it is not required, students are strongly encouraged to talk with their advisor before withdrawing from a class during their first semester at UK. Students receiving any financial aid/scholarships should also check with their aid provider. Dropping classes may negatively affect some forms of financial aid!!

Discussion topics:

- W's are not always bad! At UK there is no indication of passing or failing at the time of withdrawal. A W at UK simply means a student started a class and didn't finish it. W's on a transcript are usually only viewed negatively if there are a lot of them or if there is a pattern of withdrawal. Sometimes "W" stands for "wisdom."
- Twelve hours is considered full-time at UK. If a student drops below full time it may negatively affect financial aid, health/car insurance and some campus activities. Students living in UK's residence halls who drop below full time should notify their hall director. Although individual circumstances vary, there is no automatic eviction from the residence halls for students who drop below full-time.
- It is possible to repeat a course for a better grade. Students should consult with their academic advisor for more information **BEFORE** retaking any course. Explain the repeat option policy.
- The University has specific tuition refund deadlines. Students should consult the Academic Calendar for specific dates.

- Because of the possible implications to financial aid, time-to-graduation, GPA, tuition payments, etc., students should consult with their instructor, advisor, and parents/family before withdrawing from a course.

Resume tutorial in myUK on the myRecords tab.

Unofficial Transcript - *It isn't required to actually open and view the peer instructor's transcript. To do so would be exposing their grades to the entire class. Simply encourage your students to view their own transcript when they get home.*

- A transcript is the academic history of a student. It includes all courses and grades, declared majors, semester honors, academic standing and degrees earned at UK. You can also check your AP credit, transfer credit, ACT/SAT scores or UK math and foreign language placement scores.
- Because the transcript is your official academic history, it is very important for you to look at your transcript at least once a semester to verify accuracy. If you come across anything that looks unusual, talk to your academic advisor.
- Transcripts may be required for a variety of things including scholarship applications, education abroad and certain co-curricular activities.
- The transcript a student sees in myUK is an unofficial transcript. To order an official transcript (which has a fee) students must go to the Registrar's Office.

3. Admissions Tab in myUK

When presenting the following material, navigate through the links in the blue column on the left side of the screen. For the purpose of UK 101/201 and first-semester students, only highlight the Transfer Equivalencies link.

Transfer Equivalencies

- UK maintains a huge database containing the equivalency for any course that a student has ever transferred to UK.
- At UK, faculty members in each department examine the courses transferred to UK to determine its *equivalency* to classes taught at UK.
- For obvious reasons, this database does not contain every course taught at every institution in the United States. Therefore, if a student wants to take a class at a different school or if they already transferred credit to UK and it's not in this database, they must work with the Transfer Equivalency office in Funkhouser to get the course evaluated.
- Please note, only grades earned in a UK class (on campus, via distance learning, independent study) affect the UK GPA. If a student takes a class at another school the transfer grade will *NOT* be included in the UK GPA. Repeat options can only be exercised if both the first and second attempt of the course is taken at UK.
- Anytime a student takes a class somewhere other than UK but plans to continue his or her studies at UK (i.e., taking classes at a local school closer to home over the summer), the student must send the final transcript to the UK Admissions Office after completing the course. **BEFORE taking any class anywhere other than UK, students should consult with their academic advisor!!**

4. Registration Tab in myUK

When presenting following material, navigate through links in blue column on left side of screen.

Registration

- On this page, all active UK students can see the dates for adding and dropping classes for each term. These are called “registration windows.”
- When the registration window is open, it will be highlighted as a hyperlink. When the registration window is closed, the dates for future registration windows will be listed on this page in a faded font. *Most UK 101/201 students should have already used this screen when enrolling for classes.*
- During priority registration (scheduling for fall, spring, or summer), the registration windows open according to student classification. At UK, we allow our seniors to register first, then juniors, then sophomores, then freshmen. Students associated with certain organizations (the Honors Program, Student Disability Resources, Varsity Athletics, ROTC, Residence Life, etc.) may have privileges for early priority registration.
- Students are responsible for checking the dates of their priority registration windows.
- There are also dates associated with dropping and adding classes during the semester. Students have approximately 1 week at the beginning of the semester to add any open class; they have approximately 3 weeks to drop a class without it showing up on their transcript; and they have approximately 11 weeks to drop a class and not earn a grade.
- The dates for withdrawal at UK are very different from high school (previous institutions). Students are responsible for knowing these dates and deadlines. Remember, dates and deadlines can be found on the Academic Calendar on the myInfo page.

Course Catalog

- This link shows all the courses being offered during a particular term.
- If the “Include Number of Open Seats” box is checked, a student can see how much space is left in a particular section and if the class uses the electronic waitlist.

It is a good idea to have the peer instructor search for a few classes so students can see the range of what the Course Catalog offers.

5. Blackboard Tab in myUK

For the purpose of UK 101/201 and first semester students, you only need to mention the Blackboard tab. Students may or may not be using Blackboard in their classes.

6. Financials Tab in myUK

For the purpose of this lesson, you only need to mention the Financials tab.

- Students can pay their tuition and fees as well as accept financial aid award on this page in myUK. Tuition and fees can also be paid in person at the Student Account Services in Funkhouser.

7. Degree Planner (APEX) Tab in myUK

Ideally this advising lesson occurs after the Degree Planner (APEX) tutorial. So for the purpose of this lesson, you only need to mention the APEX tab. Remind students what Degree Planner (APEX) is and that they should view their APEX report at least once per semester.

(End of myUK tutorial. Begin academic advising discussion.)

Why Do I Need Academic Advising?

To prompt discussion, ask students the following questions: What is academic advising? When should you see an academic advisor?

- In an effort to help students navigate degree requirements and graduate in a timely fashion, all colleges at UK offer academic advising.
- An academic advisor can help students choose a major that fits their interests and abilities, choose courses that advance them toward graduation, and help students begin thinking about post-graduation plans.
- Academic advising is intended to help students make responsible, informed decisions.
- Most colleges at UK require students to see an academic advisor before enrolling in classes.
- Again, it is important to note that not all colleges offer the same academic advising services. Some have faculty advisors, some have professional advisors, and some do group advising. Students should consult with their own college about their specific advising process.

Keys to a Positive Advising Experience

1. Come to the appointment prepared.
 - Before coming to the priority advising meeting each semester, view your degree requirements, either in Degree Planner (APEX) or the UK Bulletin.
 - Look at the Course Catalog in myUK.
 - Take an active role in the advising process.
2. Be honest with your advisor when discussing grades, current classes, study habits and interests.
 - The advisor is not a parent, cannot punish you, and won't take away a car or spending money. Advisors can only provide the proper help if you tell them what is going on in your academic life.
 - When an advisor asks "How is your class going?" a one-word response of "fine" isn't acceptable.
 - *To prompt discussion, take a poll of your students and ask: Do you know your advisor? Do you think your advisor knows you? Most will answer no.*
 - Because it is your first semester, it is highly unlikely that your advisor really has a good sense of who you are, your abilities, and your goals. You know yourself best and need to advocate for what you want. Advising is a partnership.
 - Be proactive: Address any concerns with your academic advisor as soon as possible. Don't wait.
3. Schedule an appointment in a timely manner well in advance of your priority registration window.
 - It is your responsibility to register for classes on time.
 - Understand that some advisors see many students each semester and have other obligations in addition to advising (especially faculty advisors). It is in your best interest to register when your priority registration window opens. You should check with your college about how to sign up for an advising appointment.
4. Be courteous towards your fellow students and your advisor.
 - Show up!! If you must miss an appointment, cancel in advance if possible.

- Arrive and leave on time. If your advisor and you aren't able to address all questions or concerns, schedule a follow-up appointment.
5. Don't be afraid to ask questions.
- Remember, you know yourself best! If you don't understand something or if the advice or suggestion goes against what you expected, ask questions. Perhaps there are alternative methods to reaching the same endpoint.
6. Follow up with your advisor if necessary.
- Although priority advising for spring, fall, summer classes is when you may be required to see your advisor, many (though certainly not all) advisors are available year round. It is certainly okay to see an advisor more than once per semester. Take advantage of this resource!

Things to Consider before Advising and Scheduling Classes

- Do you like your current schedule?
 - Do you have too many classes?
 - Are your classes too easy?
 - Do you start too early in the day?
- Did somebody tell you to take the "best class ever?"
 - Be sure to consider the source. Are the friends or family members who gave you advice good students?
 - Do they share your interests?
 - Do they share your preferred method of learning?
 - Are they in your same major? Are they in the same college?
- Do you anticipate having more extracurricular obligations this spring?
- Do you like your current major? Have you explored other options?

Advising Information

NAME: _____ STUDENT ID# _____

EMAIL: _____ myUK LOGIN: _____

DECLARED MAJOR: _____

1. Are you able to login to myUK? _____

Are you receiving email from UK? _____.

If not, view www.uky.edu/ukit/techtips, stop by the IT Service Desk in the Student Center or 111 McVey Hall or call 859-218-HELP.

2. Have you checked myUK for your midterm grades? _____

Have you discussed your midterm grades with your professor or academic advisor? _____

***Friday 11/4/11 is the last day to drop a class and not receive a grade. ***

3. Who is your academic advisor? _____

4. What is his/her contact information? _____

5. When is your registration advising appointment? _____

6. According to myUK, when does your priority registration window open? _____

7. How many credit hours will you attempt this spring? _____

Take into account extracurricular commitments (jobs, Greek life...). Twelve hours is considered full-time.

8. Possible Spring Classes:

The curriculum for your degree may be found on Degree Planner APEX (in myUK) or in the UK Bulletin, <http://www.uky.edu/Registrar>. It is acceptable to write a broad requirement such as, 'Gen Ed Humanities.'

_____	_____
_____	_____
_____	_____

Alternatives:

_____	_____
_____	_____

9. List any questions that you want to discuss with your advisor

KEYS TO A POSITIVE ADVISING EXPERIENCE

- ✚ Come prepared.
 - ✚ Be honest with your advisor when discussing grades, current classes, study habits and interests.
 - ✚ Schedule your appointment in a timely manner well in advance of your priority registration window.
 - ✚ Be courteous towards your fellow students.
 - Show up! If you must miss, cancel in advance.
 - Arrive and leave on time. Schedule a second appointment if you require more time.
 - ✚ Don't be afraid to ask questions.
 - ✚ Follow up with your advisor if necessary.
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Things to consider before advising and scheduling classes:

How do you like your current schedule?

Do you have too many classes?

Is it too easy?

Do you start too early in the day?

Want to take the “best class ever?” Be sure to consider the source.

Is the friend who gave you advice a good student?

Do they share your interests?

Do they share your preferred method of learning?

Are they in your same major? Are they in the same college?

Do you anticipate having more extracurricular obligations this spring?

Do you like your current major? Have you explored other options?