

Advising Syllabus 2011-2012

"You have brains in your head; you have feet in your shoes. You can steer yourself any direction you choose." – Dr. Seuss

ADVISOR CONTACT INFORMATION:

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MISSION STATEMENT: Our mission is to provide students with professional and courteous academic advising with the goal of supporting and assisting them as they work toward the achievement of their educational goals.

E-MAIL AND PHONE CONTACT POLICY:

E-mail is the quickest and most efficient way to get in touch with me. E-mails and phone calls will be returned within 24 hours or the next working day. I will provide a voicemail and e-mail message if I am out of the office.

ADVISING EXPECTATIONS:

Advising is about teaching and learning. Students and advisors learn from each other. Students and advisors are a team and work together to achieve students' goals. Students make the decisions that are best for them and the advisor supports them along the way. Remember: Advisors are not there to tell you what to do or make decisions for you; they are there to give you information and help you reach your academic and career goals.

ADVISOR RESPONSIBILITIES :

- Be knowledgeable about and effectively communicate the curriculum and graduation requirements.
- Understand both UNO and College of Public Affairs and Community Service policies and procedures.
- Guide students to develop realistic goals and encourage them to reach them.
- Help students develop a clear and realistic education plan and work with students to progress with that plan.
- Provide students with information about available resources and services on the UNO campus.
- Work with students to develop strategies to utilize those available resources on campus.
- Provide information on available careers in Criminology & Criminal Justice.
- Accurately document students' progress towards graduation.
- Be accessible for meeting with advisees in person, over the phone or via e-mail.
- Work with students to help increase their problem solving skills.
- Maintain confidentiality.

ADVISEE RESPONSIBILITIES:

- Check UNO e-mail regularly. University e-mails and advisor e-mails are sent to UNO e-mail accounts.
- Make regular contact with the advisor each semester (i.e. appointment, e-mail or phone).
- Ask questions! (No question is "silly," "dumb," or "stupid").
- Organize official UNO documents, advising sheets from our meetings, flyers and handouts into a binder or folder so you can easily access the information.
- Complete all assignments or recommendations from the advisor.
- Communicate your interests, abilities and goals to the advisor.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for their decisions.

CRIMINOLOGY AND CRIMINAL JUSTICE DEGREE REQUIREMENTS:

The BCCJ program is split into two different parts: 1) Pre-Criminology & Criminal Justice and 2) Upper Division. After completing the Pre-Criminology & Criminal Justice requirements, students apply for the Upper Division portion. For a list of requirements, contact your advisor or check our website <http://criminaljustice.unomaha.edu/>.

HELPFUL TIPS AND HINTS

Advising

1. Advising appointments last about 30 minutes.
2. Students may make appointments with their advisor at any time, not just during registration.
3. Plan ahead for registration. Here are general guidelines of when registration begins each semester:
 - a. Fall Registration: March – May
 - b. Spring Registration: October – November
 - c. Summer Registration: March – April

To set up an advising appointment, call (402) 554-2610. Appointments are between 8:00 and 4:00 Monday-Friday. *It is recommended that you call a week in advance for the best availability.*

General

1. Plan on studying 2-3 hours per week for each credit hour you are enrolled in. (Example: 12 credit hours = 24-36 hours of studying per week)
2. Take charge of your education! Don't be afraid to ask for help if you need it.
3. Get involved on campus! Find something that interests you; whether that is a student organization, intramurals, working on campus or going to sporting events.

CAMPUS RESOURCES

Academic Calendar: <http://www.ses.unomaha.edu/registrar/calendar1.php>

Bookstore: <http://www.unobookstore.com/> (402) 554-2336

Career Center: <http://unoceo.unomaha.edu/> (402) 554-3672

Counseling Center: <http://counseling.unomaha.edu/index.php> (402) 554-2409

Cashiering/Student Accounts: <http://cashiering.unomaha.edu/> (402) 554-2324

Disability Services: <http://www.unomaha.edu/disability/> (402) 554-2872

Financial Aid: <http://www.ses.unomaha.edu/finaid/> (402) 554-2327

HELP Desk (Mavlink, Blackboard, e-mail help): <http://is.unomaha.edu/> (402) 554-HELP

Housing: <http://housing.unomaha.edu/> (402) 554-6605

Multicultural Affairs: <http://mca.unomaha.edu/> (402) 554-2248

School of Criminology & Criminal Justice: <http://criminaljustice.unomaha.edu/> (402) 554-2610

Student Organizations (SOLP): <http://studentorgs.unomaha.edu/> (402) 554-2711

Testing Center: <http://testing.unomaha.edu/> (402) 554-4800

Veteran Services: <http://financialaid.unomaha.edu/vet> (402) 554-2248

STUDENTS WITH DISABILITIES:

Reasonable accommodations are provided for students who are registered with Disability Services and make their requests sufficiently in advance. For more information, contact Disability Services (EAB 117, Phone: 554-2872, TTY: 554-3799) or go to the website: www.unomaha.edu/disability.