The University of Nebraska at Omaha is an equal opportunity educator and employer with a comprehensive plan for diversity.

Undergraduate Academic Advising Syllabus
All COE Majors

School of Health & Kinesiology Advisors:
Mr. Griff Watson and Ms. Courtney Luxon
Office Assistant: Mr. Curtis Dedman
Office: H&K 207
Office Hours: Monday-Friday 8:00 am to 5:00 pm
Phone: (402) 554-2670
Fax: (402) 554-3693
Email: unohkadvising@unomaha.edu
HPER Website: http://coe.unomaha.edu/hk
HPER Facebook page: www.facebook.com/UNOHandK
HPER advising appointments:
- MavTrack: http://mavtrack.unomaha.edu/
- Contact HPER 207: (402) 554-2670

Roskens Hall Academic Advisors:
Dr. Gerry Huber, Director of Advising,
Ms. Lauren Bhogal, Ms. Huai-Mei Furman, Ms. Katie Larson, and Ms. Hanna Solberg
Office Assistant: Ms. Kim Ogochukwu
Office: Roskens Hall 204
Office Hours: Monday-Friday 8:00 am to 5:00 pm
Phone: (402) 554-2717
Fax: (402) 554-2868
Email: unocoeadvising@unomaha.edu
COE Website: http://coe.unomaha.edu
COE Facebook page: facebook.com/unocoeadvising
Roskens Hall advising appointments:
- MavTrack: http://mavtrack.unomaha.edu/
- Contact Roskens Hall 204: (402) 554-2717

As one of the seven colleges at the University of Nebraska at Omaha, the College of Education offers undergraduate programs in Health and Kinesiology, Biomechanics, Special Education and Communication Disorders and Teacher Education.
What is academic advising?

Undergraduate academic advising is a partnership between the student and the advisor. It is an on-going, intentional, educational experience committed to academic success of the student. The goal of academic advising is to assist students to become engaged, self-directed learners and competent decision makers. The partnership guides students to discover and pursue life goals, supports an inclusive and equitable educational experience, and advances students’ intellectual and cultural development.

Conceptual Framework

The Conceptual Framework of the College of Education at the University of Nebraska at Omaha facilitates the development of students to become dedicated practitioners, reflective scholars, and responsible citizens who provide leadership for positive change in the 21st century.

Advisor responsibilities:

Your academic advisor cares about your academic progress and wants to assist you in reaching your academic and career goals. Your advisor will help you to explore and define an academic career, life goals and pathways. They will assist you in developing problem-solving and decision-making skills through a collaborative and process-oriented advising approach. In this partnership you can count on your academic advisor to:

- Give accurate information about academic policies, procedures, deadlines, general education and program requirements
- Facilitate student development by providing guidance toward your degree completion
- Provide information about utilizing campus resources and services available for your academic, career, and personal development
- Protect the integrity of the UNO degree by enforcing university and college policies
- Encourage you to assume responsibility in making realistic short and long term course and program decisions
- Establish an environment of mutual respect and trust

Student responsibilities:

This is your academic career and therefore you are ultimately responsible for your educational plan’s progress and success. Your responsibilities include:

- Be an active learner by participating fully in the advising session
- Schedule advising appointments at least once a semester
- Come prepared for each appointment with questions for discussion; bring your degree audit, academic program sheet and other advising material
- Be knowledgeable about university and college policies and procedures located in the university catalog and program requirements on the college web page
- Be able to navigate Mavlink (enrollment dates, course schedule, academic calendar, drop/add dates)
- Use university resources such as the library, computer labs, Writing Center, Speech Center, Testing Center, Math-Science Learning Center to increase your effectiveness as a student
- Accept responsibility for your decisions and actions (or inactions) that affect your educational progress
- Understand the importance of balancing academics, family, work and other obligations
- Follow-up on recommendations from your advisor
- Read your UNO email at least once daily during the semester; all communication from our offices will be sent to your UNO email so it is vital you actively use this account
**Courtesy corner:**

Academic advisors serve over 1,200 students in the College of Education. It is important to plan ahead and be flexible (schedule appointments early and cancel or reschedule if necessary)

- Be present during your appointment; refrain from using your cell phone, turn to vibrate or OFF
- This appointment time is reserved for you, use the time to your full advantage
- When communicating with university personnel, be professional in your choice of words, tone, delivery of your message regardless of mode, including email, voice mail, or in person

**Allow time for a response from your advisor:** do not send multiple emails, voice mails or phone calls for the same issue or concern. Your advisor will respond to your message within two business days. In peak advising times, this response time may be extended.

**Expected learning outcomes:**

The College of Education believes that as a result of your participation in the academic advising partnership, you will be familiar with and accomplish the following learning outcomes:

- Understand the aims and purposes of general education course work
- Be able to articulate the purpose and benefit of academic advising, as well as your responsibility in that partnership
- Discuss with your advisor issues/problems you face, determining causes, exploring solutions, and strategizing to avoid similar issues in the future
- Familiarize yourself and participate in opportunities such as study abroad, co-curricular activities, volunteer/service learning activities, and student and professional organizations
- Demonstrate knowledge of the appropriate use of email, MavLINK, MavTRACK and other UNO technologies

**Accommodations statement:** Accommodations are provided for students who are registered with UNO Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, contact Accessibility Services Center (EAB 117, Phone: 402.554.2872, TTY: 402.554.3799) or visit the web at http://www.unomaha.edu/student-life/inclusion/disability-services/index.php.

**Statement of professional integrity:** The University has an obligation to maintain conditions under which the work of UNO can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the right and privileges, as well as the responsibilities, of those who comprise the UNO community. Students are subject to the UNO Student Code of Conduct, which can be viewed in its entirety here: http://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php. The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes plagiarism – presenting the work of another as one’s own (i.e. without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been prepared by another person or copies from another person.

**This syllabus is our partnership agreement and a valuable tool to aid you throughout your undergraduate career.**