

Freshman-Sophomore Advising Center (FSAC)
Advising Syllabus – Spring 2007

Academic Advisor Corinne Anderson

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Office Hours Available by appointment – call 785-864-0176 to schedule meetings
Monday: 9:00 – 10:30 and 1-5
Tuesday, Thursday, Friday: 1-5
Wednesday: 1-3:30
It is important to be on time for appointments – if you are late 10 minutes or more, you will need to reschedule.

Required Materials

- University Catalog (received at orientation – on-line at www.ur.ku.edu/Acadpub/ugradcat/index.shtml)
- Orientation Guide/Graduate in 4 (received at orientation)
- ARTS form (on-line at www.artsform.ku.edu/)
- Information about majors you wish to explore
- E-mail account that you check regularly

Important Note: Because email is an official form of University communication, **advisors in the FSAC use email as the primary means of contacting students.** For more information on email, please see the Academic Computing Services (ACS) website at www.ku.edu/acs/email/ or contact them at 785-864-0200.

Three R's of Advising

- **Relationships**
 - Remember advising is a two-way street
 - Foster open communications
 - Build a connection
 - Clarify your values, interests and goals
- **Responsibility**
 - Schedule regular visits
 - Take ownership of your education
 - Follow through with tasks
- **Resources**
 - Learn policies, procedures and requirements
 - Take advantage of opportunities and academic resources
 - Read your email!

All advisors in the FSAC are cross-trained and can assist students in learning about and exploring any major at KU. Each advisor, however, serves as a liaison to certain academic areas across campus. My liaison areas include: French and Italian

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The mission of the **Freshman-Sophomore Advising Center** is to help students take ownership of their education by:

- Providing accurate and personalized academic information;
- Educating students about their academic responsibility;
- Helping identify and integrate the many resources of the University; and
- Assisting and advocating for students as they experience a variety of college transitions.

Graduate in a Timely Manner

Meet with your advisor if you are interested in developing a four year (or timely) graduation plan. You should request an hour-long appointment – 785-864-0176.

Advising Dates

Late Jan.- Feb. Call to schedule advising appointment to review semester courses and upcoming opportunities and involvement – 785-864-0176.

Early March Call to schedule advising appointment for Summer and Fall 2007 enrollment – 785-864-0176. Log on at <https://sa.ku.edu> to find enrollment date and time, then schedule advising appointment accordingly.

Mar. 28 & 29 2007 Majors Fair—Kansas Union Level 4; 11 a.m. to 2 p.m. on March 28 and 10 a.m. to 1 p.m. on March 29

Early April Meet with your advisor for enrollment advising if you have not already done so.

Academic Calendar

January 19	Classes begin
March 19	Spring break begins
March 25	Spring break ends
Early April	Sophomores begin enrolling (30-60 credit hours completed)
Mid April	Freshmen begin enrolling (0-29 credit hours completed)
May 10	Last day of classes
May 11	Stop day
May 14	Finals begin
May 18	Finals End

Add Drop/Withdraw/Credit No-Credit Calendar

January 25	Last day to enroll/add a class on-line (without written permission of instructor)
January 26	Add/change of section with written permission begins (processed in Student Records Ctr)
February 8	Last day to drop a course on-line or cancel enrollment (cancelled courses do not appear on transcript)
February 9	Second drop period begins (*see additional information; WP/WF grade assigned)
February 16	Credit/No Credit option begins (**see additional information)
March 1	Credit/No Credit option ends
April 19	Last day to drop or swap a class
April 19	Last day to withdraw from all classes (***)see additional information)
April 19	Last day to add a class for students in the College of Liberal Arts & Sciences
May 10	Last day to add a class for students NOT in the College of Liberal Arts & Sciences

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Academic Success Workshops (All sessions are held 4:30 to 5:30 p.m.)

January 30	Manage Your Time/Manage Your Life—158 Strong Hall
February 20	Developing Your Study Skills—158 Strong Hall
March 6	Doing Your Best on Mid-Term Exams—158 Strong Hall
May 7	How to Study for Finals—158 Strong Hall

* **If dropping a course puts you below 12 credit hours.** Before dropping a course that would put you below 12 credits, you need to make appropriate arrangements with a variety of departments depending on your circumstances (financial aid, housing, health/auto insurance, fraternity/sorority membership). Please be sure to contact your advisor if you are considering dropping below 12 hours.

** **Credit/No Credit is a grading option.** Although many students refer to it as “pass or fail,” it is not. To earn credit (CR) for a course, you must earn a grade of C- or higher, in the course. Earning a D or F will result in no credit (NC) given. Neither CR nor NC will affect your GPA. **YOU CANNOT USE CR/NC OPTION FOR REQUIRED MAJOR COURSES or to meet Conditional Admission/Kansas Exception requirements.** Please consult with your advisor before selecting this option.

*** **Withdrawing from the University.** If you no longer wish to be enrolled at KU, please talk with your advisor before leaving. Your advisor can assist you in understanding the appropriate paperwork required at the time of withdraw and help you make education plans for the future. **THE ENROLL& PAY SYSTEM WILL NOT ALLOW YOU TO WITHDRAW FROM ALL YOUR CLASSES ON-LINE.**

Resources

Academic Calendar & Classes—Timetable	www.timetable.ku.edu
Careers for Your Major—University Career Center	www.ucc.ku.edu/majorexploration
Choosing A Major— March 28 & 29, 2007 Annual Majors Fair, KS Union Level 4	http://www.advising.ku.edu/programs/majorsfair.shtml
COMS Exemption	http://www2.ku.edu/~coms/undergrad/exemption/
Counseling and Psychological Services	www.caps.ku.edu/
Disability Services—Academic Achievement & Access Ctr	www.achievement.ku.edu/
Math Help Room—Kansas Algebra Program	www.math.ku.edu/kap/
On-line Resources—FSAC for a handout or checklist	www.advising.ku.edu
Pre-Law Advising	www.prelaw.advising.ku.edu
Pre-Medical Professions Advising	www.medadvising.ku.edu/
Study Abroad	www.studyabroad.ku.edu/
Student Employment—University Career Center	www.ucc.ku.edu/
Student Involvement and Leadership Center	www.silc.ku.edu/
Writing Center	www.writing.ku.edu/
Tuition	www.registrar.ku.edu/
Transfer Credit	www.admissions.ku.edu/credit/transfer.shtml
Tutoring—Academic Achievement and Access Center	www.achievement.ku.edu/

The Freshman-Sophomore Advising Center is committed to serving students without racial or ethnic discrimination fostering respect among all members of the community.

To that end, the FSAC's goal is to help all students realize their potential regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status.