

University of Houston Academic Advising Mission Statement:

The University of Houston recognizes undergraduate academic advising as a critical component in the educational experience of learning, discovery and engagement across a diverse population. The mission of the academic advising community is to collaborate with students in the development of a comprehensive plan for student success tailored to individual, academic, and professional goals. By connecting students to campus and community resources, advisors also assist students in making informed choices so they are empowered to reach their potential, serve their local communities, and ultimately impact the world.

Academic Advisor Expectations:

We are committed to our students. We believe your success is best supported through a positive and intentional relationship with your academic advisor. Here is what you can expect from your academic advisor. Your advisor will:

- Collaborate with you to define and develop your academic and life goals.
- Communicate in a professional manner and have a positive attitude throughout the advising process.
- Provide a safe environment and maintain an appropriate level of confidentiality.
- Be curious about your goals, interests, concerns, and background. The more your advisor knows about you, the more they can assist you with your success plan.
- Be knowledgeable of university policies, procedures, and resources.
- Effectively communicate degree and program requirements based on your specific academic history and personal circumstances.
- Provide accurate, relevant, and timely responses.
- Recommend university resources for assistance, as needed.
- Connect you with extracurricular opportunities to enrich your education and support your goals, such as learning abroad, undergraduate research, service learning, and internships.
- Respond to your needs as they change over the course of your educational career.
- Commit to keeping up with industry trends in advising, best practices, and continued professional development
- Commit to regular assessment of advising practices that drives continuous improvement in advising.
- Provide academic support to ensure successful progression to graduation and beyond.

Student Expectations:

Ultimately, the responsibility for making informed academic decisions is yours. The UH Academic Advising Community is here to guide you throughout your academic career. In order to have an effective advising experience, students should do the following:

- Familiarize yourself with how advising appointments are scheduled in your major via departmental websites.
- Maintain regular contact with an academic advisor, at least once a semester, which may include in-person meetings, email, or phone calls to ensure you are on track.
- Come to every advising session with questions and keep track of your advising materials so you are prepared to collaborate on your academic plan. Go back to your list of questions at the end of the meeting to make sure they have all been answered.
- Be an active learner and listener, and participate fully in the advising experience.
- Be prepared to discuss academic and professional goals.
- Communicate with your advisor in a professional manner and have a positive attitude toward the advising process.
- Ask for clarification if the information provided by the advisor is unclear.
- Take ownership of your personal, educational, and career decisions.
- Stay updated on your academic progress and requirements by checking the electronic resources including AccessUH and official communications.
- Celebrate your achievements from class to class and semester to semester.
- Reflect on what you need and seek help when you face challenges. Know that experiencing challenges is part of your education. Help is always available.

Contact

Visit College of Education Undergraduate Advising here:

<http://www.uh.edu/education/student-services/undergrad-office/advisor/>

You will find:

- Advisor information and contacts
- Appointment schedules and tips
- COE Policies and Procedures
- Academic and Student Support Resources
- Student Employment and Volunteer Opportunities
- More!

Visit us in person at 160 Farish Hall

General Email: coeug@uh.edu

Recommended Timeline for Academic Success

1. Pre-Admission and Orientation

- Consider how your long-term academic and career goals can be met at the University of Houston.
- Utilize campus resources such as faculty, academic advisors, fellow students, and departmental websites to learn more about the expectations and course requirements in your areas of interest.
- Become familiar with student organizations and on-campus student support services, such as tutoring, enrollment services, financial aid, and college-specific offerings.
- Ensure transcripts have been sent to the University for all college level coursework including Advanced Placement, dual credit, and IB.

2. First year of college

- Submit any necessary transfer credit or general petitions as suggested by your advisor. Continue to submit transcripts and necessary petitions in a timely manner and in consultation with your advisor throughout your undergraduate career.
- Get involved with 1 to 3 student organizations related to your interests, major, or intended career.
- Take advantage of any first-year student programs or events available in your college.
- Become familiar with university tools to monitor your degree completion.
- Visit career and academic support services to get acquainted with available resources. Complete Career Action plan.
- Meet with your academic advisor to go over your academic map/degree plan.
- Talk to your financial aid advisor and become familiar with financial literacy advisors.

3. Continuing Undergraduate Studies

- Review your degree requirements and regularly follow up with your academic advisor to ensure you are on track for timely graduation. Be sure to ask about minors, special electives, and certifications that are available within your major.
- Develop your resume and plan to attend career fairs on campus to identify the types of employers and industries that interest you and that relate to your major. If you are planning to go to graduate or professional school, investigate requirements and timelines. Use the career center as a resource.
- Seek and plan out opportunities that will enrich your education and resume beginning your sophomore year or after 30 credit hours. Opportunities include as learning abroad, service learning, volunteer experiences, undergraduate research, and internships.

4. At Least Six to Nine Months Before Graduation

- Research post-graduation options such as graduate school, professional school, or job openings.
- Meet with your academic advisor to do a graduation check, and apply for graduation before the deadline.

- Update your resume and schedule a mock interview with your career counselor.
- Continue attending campus and college career fairs.
- Attend graduation fairs and celebrations.

5. After Graduation

- Join the Alumni Association and stay connected with the University, your major, and your college.
- Take pride in your status as a UH alum. Frame your diploma and hang it in your place of work.
- Get involved with your community and give back.