

Welcome to Advising in the College of Health and Public Service at UVU

The college experience you build at UVU is your responsibility. Academic Advising is one of the most important services the university offers to help students navigate the college experience. Academic Advising is a shared responsibility between the student and advisor. Your advisor will assist by providing information and resources. You are responsible for choosing and planning your individual program and meeting academic deadlines and requirements. Advisors encourage you to think critically, seek out resources, and develop action plans and goals. Advisors provide the information and encouragement you need to take personal responsibility for exploring options and making decisions.

What can you expect from me as your advisor?

- ✓ Be accessible for advising you by telephone, video appointment, email, or in-person during office hours
- ✓ Respond to your UVU email in a timely manner (i.e. 2 business days unless advisor is sick, on vacation, or during high-volume registration periods)
- ✓ Maintain your confidentiality
- ✓ Encourage, support, and guide you in defining your academic and career goals; assist you in creating an education plan to meet your goals
- ✓ Assist you in gaining decision making skills and in assuming responsibility for your educational plans and achievements
- ✓ Effectively communicate and help you navigate the curriculum and graduation requirements, as well as university academic policies and procedures
- ✓ Provide a safe and comfortable atmosphere for advisement sessions
- ✓ Be honest, helpful, courteous, and mutually respectful to you
- ✓ Proactively outreach to you through your UVU email account (i.e if you are not yet registered, struggling in class, receive an early alert, etc.)

What can my advisor expect from me?

- ✓ Be mindful of key dates and deadlines regarding registration, late adds, withdrawal dates, etc.
<https://uvu.edu/schedule/>
- ✓ Check your **UVU Outlook email** account **REGULARLY** for email from your Advisor and UVU (You can forward this email address to one you do access often)
- ✓ Make regular contact with advisor each semester (email or appointment)
- ✓ Be patient with advisor response time, and reach out to advisor if no response has been received after 3 days
- ✓ Provide your UVID in ALL communication with your advisor (email, phone message, etc.)
- ✓ Come prepared to actively participate in each advisement session by bringing questions, concerns or materials
- ✓ Give notice in advance if you need to reschedule or cancel any advising appointments
- ✓ Have access to your computer during all appointments
- ✓ Develop an education plan for successfully achieving your goals
- ✓ Accept responsibility for your decisions and your education
- ✓ Register for your classes each semester during priority registration
- ✓ Recognize your time commitments (school, family, employment), and register for what you can handle to be successful with your education
- ✓ Be honest, courteous, and mutually respectful in your interactions with me
- ✓ Ask questions and communicate with me any time there is something you don't understand or have a concern (there are no bad questions)