

# College of Business Undergraduate Programs Office Academic Advising Syllabus University of Cincinnati

**Mission Statement of College of Business Undergraduate Programs Office  
105 Carl H. Lindner Hall, (513) 556-7030**

The College of Business Undergraduate Programs Office is committed to attracting a high achieving, diverse undergraduate student body who enter as either freshmen or transfer students. As trusted partners in students' academic careers, we utilize purposeful connections with college and university offices for the benefit of our students. We provide welcoming and reliable customer service to our constituents with the goal of empowering our students and simplifying our processes.

We embrace advising as teaching to:

- provide the foundation and tools for active learning;
- model an environment of mutual respect, interdependence and accountability;
- encourage personal and professional growth through opportunities that promote self-discovery and continuous learning.

This syllabus was created to assist you with negotiating the escalating responsibilities of your academic career starting with your transition to college and continuing through graduation. You should refer to the calendars listed on One Stop (<http://www.onestop.uc.edu/calendars.html>) for important dates and deadlines each quarter. Get in the habit of checking your BOL email account and Blackboard ([www.blackboard.uc.edu](http://www.blackboard.uc.edu)) several times a week for valuable information from CoB and UC.

The University addresses several student and advisor responsibilities on the Registrar's website ([http://www.uc.edu/registrar/advising/ac\\_adv\\_overview1.html](http://www.uc.edu/registrar/advising/ac_adv_overview1.html)). We offer this document as a guide specifically for CoB students to navigate their college careers.

## Freshman Year

- ❖ Participate in Bearcat Bound Orientation and Welcome Day;
- ❖ Enroll in a CoB learning community, including 22 MGMT 151 and 152 (Business Fast Track) and 22 BA 141, 142, and 143 (Business Pathways);
- ❖ Begin pre-major coursework, focusing on math, English, language and general education requirements.

<b>Your responsibilities as a student:</b>	<b>Our responsibilities as advisors:</b>
<ul style="list-style-type: none"> <li>❖ Register for appropriate courses, including math and English;</li> <li>❖ Ask questions to make sure you understand what is expected;</li> <li>❖ Build your portfolio of experiences through extra- and co-curricular opportunities;</li> <li>❖ Attend and participate in Business Pathways and all of your courses;</li> <li>❖ Chart your academic progress;</li> <li>❖ Report all previously earned credit to UC. Confirm awarding of Advanced Placement, International Baccalaureate or Post-Secondary credit with your advisor;</li> <li>❖ Approach faculty when you have questions and concerns about classes;</li> <li>❖ Familiarize yourself with University and College rules and policies.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Teach you the basics of the registration system at Bearcat Bound Orientation;</li> <li>❖ Provide documents and resources regarding curriculum and requirements;</li> <li>❖ Introduce campus resources in and outside of CoB;</li> <li>❖ Conduct group advising sessions through Business Pathways;</li> <li>❖ Explain pre-major status and the path to a major;</li> <li>❖ Introduce degree audit report and curriculum guide;</li> <li>❖ Introduce Integrated Core Learning (ICL) and CoB learning objectives;</li> <li>❖ Point out campus and other resources on academic integrity;</li> <li>❖ Inform you of the range and scope of experiences available to you.</li> </ul>

## Sophomore Year

- ❖ Enroll in the co-op course (36 PD 222) after completing 45 degree applicable credit hours.

<b>Your responsibilities as a student:</b>	<b>Our responsibilities as advisors:</b>
<ul style="list-style-type: none"> <li>❖ Meet with CoB International Programs to explore study abroad;</li> <li>❖ Apply for co-op; begin to work with your co-op advisor;</li> <li>❖ Meet with an advisor the quarter you are completing pre-major requirements;</li> <li>❖ Come prepared to advising meetings—bring questions, concerns, projected schedule and your degree audit;</li> <li>❖ Explore connections between your interests, strengths and potential career;</li> <li>❖ Prepare to select a major on your admission to major application.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Connect student to appropriate resources (Professional Practice, Career Development Center, International Programs);</li> <li>❖ Explain pre-requisite coursework and examine curricular progress;</li> <li>❖ Review eligibility for junior core courses and clarify major application;</li> <li>❖ Help students to incorporate learning and developmental goals into their academic plans; challenge students to achieve goals;</li> <li>❖ Assist you in understanding the ramifications of how your decisions now will affect your future professional goals.</li> </ul>

## Junior Year

- ❖ Build professional experience through co-op, internship or part-time employment;
- ❖ Accept more responsibility in your current position. Continue to build your skills;
- ❖ Engage in leadership positions with student or community organizations.

<b>Your responsibilities as a student:</b>	<b>Our responsibilities as advisors:</b>
<ul style="list-style-type: none"> <li>❖ Continue to monitor degree audit and create a graduation plan;</li> <li>❖ Begin junior core and major coursework;</li> <li>❖ Research career options and graduate programs;</li> <li>❖ Network in your field;</li> <li>❖ Ensure faculty and professional references;</li> <li>❖ Enroll in 22-PD-502 (Professional Development II) and register for Career Development Center services.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Check student's academic progress during meeting times;</li> <li>❖ Provide students with projected course offerings to ensure appropriate scheduling;</li> <li>❖ Make appropriate referrals to pre-professional advising, graduate programs admissions, career counseling, etc;</li> <li>❖ Discuss applicable elective choices within the major.</li> </ul>

## Senior Year

<b>Your responsibilities as a student:</b>	<b>Our responsibilities as advisors:</b>
<ul style="list-style-type: none"> <li>❖ Meet with advisor to contract to graduate six months prior to planned graduation;</li> <li>❖ Complete online application for graduation;</li> <li>❖ Begin job search process six to eight months before you plan to graduate.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Complete graduation contract with students, ensuring timely certification.</li> </ul>

## Reminders:

- ❖ Advising appointments are scheduled with the front counter staff in 105 Carl H. Lindner Hall either in person or by calling (513) 556-7030. Consult with an advisor regularly regarding curricular progress.
- ❖ Balance your school commitments with your other commitments and extra-curricular activities.
- ❖ Allow enough study time to do well in your classes. The average expectation is that you will spend two hours outside of class engaged in the course content for every hour spent in class.
- ❖ Understand how dropping or withdrawing from a course can impact you academically, financially, and personally.
- ❖ Appropriately plan how many courses you should take each year to stay on target toward your projected graduation date.