

Clayton H. Riddell Faculty of Environment, Earth, and Resources



UNIVERSITY
OF MANITOBA

Location: 440 Wallace Building
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UNDERGRADUATE ADVISING SYLLABUS

Find your path...

Academic Advisors are committed to **engaging, encouraging, equipping, and empowering** students to explore and excel in the university environment and beyond. Your academic advisor will not “prescribe” answers or courses for you. We will encourage you to find academic areas and courses that are the **best fit** for you. We also encourage you to seek learning opportunities outside the classroom - you might want to consider the Co-op option and experiential learning; extracurricular experiences are integral to career and academic development. We believe advising is a collaborative process, and ultimately, **you - the student - are responsible** for your educational experience.

Since academic advising is a collaborative process requiring proactive participation by both parties to help you achieve your academic, personal and career goals, there is a set of expectations for both parties.

Expectations of Student Advisors

You can expect your advisor to:

- Help you explore areas of study and choose appropriate courses for your degree
- Help you understand University policies, regulations, and degree/program requirements
- Provide a First-year Check-in to review your course load to see how you are managing six weeks after the start of courses
- Refer you to academic departments and student service units for specific assistance (e.g. [Academic Learning Centre](#), [Career Services](#), and [Student Counselling Centre](#))
- Help you find support and information relating to your studies and career goals
- Help you identify extra-curricular activities
- Maintain confidentiality - we will not discuss your academic or personal issues with parents or non-university personnel without your written consent.
- **Exhibit trust and confidence in students.**

Expectations of Students

The Riddell Faculty and your student advisor expect you to:

- Schedule regular appointments during each term and/or maintain email contact.
- Arrive prepared for advising sessions.
- Be an active participant in the advising process.
- Make effective decisions concerning your degree and career goals with the guidance of an advisor.
- Establish and follow academic plans that have been developed in consultation with the advisor; select courses each term to progress toward fulfilling that academic plan.
- Use university resources.
- Read and become familiar with policies of the Undergraduate Calendar. (umanitoba.ca/calendar)
- Know your program requirements.
- Review academic progress regularly and seek advising when questions arise.
- **Take responsibility for and own decisions.**

Required Materials for Advising & Student Success!

- An official **University of Manitoba email account** that is checked frequently. Important academic information is distributed via your U of M account, all of which you are accountable for reading. Establish your U of M email account at iridium.umanitoba.ca
- The **University of Manitoba Undergraduate Calendar**, which contains all academic policies and degree requirements to which students are held. Students are responsible for becoming familiar with the calendar, although the advisor serves as a resource for understanding and finding particular policies. Find your calendar at umanitoba.ca/calendar



Advising Objectives & Expected Student Outcomes

Below are broad matters students typically face during their University years. Discuss ways you can achieve these outcomes with your academic advisor.

First Year - Direct Entry or University 1

- Meet with a student advisor in the Riddell Faculty
- Explore program options

Second Year

- Explore your academic and career interests
- Research courses
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests, strengths and potential careers
- Consider shadowing a professional in a field of interest to you, studying abroad, or volunteering
- Consider the Co-op Option

Third Year

- Network with at least three people who work in your field of interest
- Identify education and/or additional skills you will need to attain employment or training in your field
- Consider an Honours program
- Be able to articulate what you are studying and why

Fourth Year

- Research employment or grad school options
- Understand skills employers or grad schools seek

- **Make decisions - It's a lifelong skill!**



Topics and Milestones

As you advance through your degree program, there will be decisions you will have to make about your goals and objectives. Keep in mind that you may need to make adjustments to your initial plans as you progress through your degree. For some students, those decisions and adjustments come early in the university career, but most students need time to gain perspective and to figure things out. Similarly, it is important to recognize that different students may reach these milestones at different points in their academic career. When you want to talk through your evolving academic plans, your student advisor is here to help.

Registration Holds

Prior to registration for the Fall and Winter term, a **Program Approval Hold** will be placed on your account preventing you from registering for courses. You must have your course selection approved by an academic advisor. Academic advisors are available on a drop-in basis from 9am-4pm, Monday through Friday in the Faculty Office, 440 Wallace Building or by email: riddell.faculty@umanitoba.ca

Students completing the Bachelor of Arts in Geography (General) or Bachelor of Science in Geological Sciences (General) do NOT need approval prior to registration.

Remember, not all holds are from academic departments. Some holds may be the result of past due balances, outstanding library fees, parking fees, or other administrative fees. You can always check your holds on Aurora under "View Holds".

Typical Annual Advising Calendar

Visit your student advisor anytime during the year with questions!

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| Summer | <ul style="list-style-type: none"> • Identify your goals for Fall and Winter term • Research your Focus Area, Stream or courses relevant to your chosen field • Meet your student advisor and plan for Fall and Winter term • Look up your registration day/time in Aurora • Register online • Graduating in October? Declare your grad date in Aurora or talk to a student advisor. |
| Fall | <ul style="list-style-type: none"> • Check academic deadlines on Registrar's Office web site for important dates relating to adding and dropping courses, i.e. Voluntary Withdrawals (VWs) and fee payment deadlines • Visit your instructors during office hours • Graduating in February? Declare your grad date in Aurora or talk to a student advisor. |
| Winter | <ul style="list-style-type: none"> • Check your Fall grades in Aurora and make changes to your Winter schedule if necessary • Review your goals from Fall term and identify your goals for Winter term. Are you still on the right track? Do you need to meet with an advisor to discuss, clarify, or reassess your goals? • Check academic deadlines on Registrar's Office web site for important dates relating to adding and dropping courses • Visit your instructors during office hours • Attend workshops and other events to explore study abroad, possible careers, and/or post-graduation plans • Graduating in May? Declare your grad date in Aurora or talk to a student advisor |

Check the Registrar's web site (<http://umanitoba.ca/student/records/deadlines>) for specific dates.

Visit our website for more information and other great resources:

<http://umanitoba.ca/faculties/environment>