

ACADEMIC ADVISING CHECKLIST

STUDENT SUPPORT SERVICES PROGRAM

Name: _____ Advisor: _____

UWM ID: _____ Major: _____

Phone: _____ Date: (ex. 10/12/2016) _____

Signature: _____ Day/Time: (ex. Wed, 9 AM - 10 AM) _____

Please check mark (X) up to 3 categories below. Check:

Academic Planning	
Exploring a Major	
Exploring Minors/Certificates (circle one)	
Schedule Change	
Graduate School	
Probation/Appeals	
SAP	
Tutoring	
Exploring Student Organizations	
Referral/Resources	
Class Performance	
Career Services	
Study Skills/Time Mgnt	
McNair	
Dropping Classes	
Adding Classes	
Swapping Classes	
Class/Instructor Issues/Speaking with Instructors	
Financial Aid	
Scholarships	
Progress Report - Unsatisfactory	
Pre-Registration (choosing classes for following semester)	
General	
Housing Information	
Transfer to a different college/university	
Study Abroad	
Undergraduate Research	
Life Goals	
Follow-up	

Notes:

Semester: _____ Credits

1.	
2.	
3.	
4.	
5.	
6.	
7.	

Student Agreement

Your academic success is dependent on many factors. By working closely with your academic advisor and adhering to the practices listed below you will establish and maintain a solid foundation for success.

The student agrees to:

Attend all classes, required labs and supplemental instruction sessions.

Maintain communication with professors/instructors/TA's regarding progress.

Take English, math & foreign language courses within the first year & continue taking courses until competency requirements have been met.

Study at least two hours a week per credit and complete all assignments on time.

Drop, add or withdraw courses only with the approval of the SSS academic advisor.

Meet all deadlines/dates for adding, dropping or withdrawing from courses as listed in the Schedule of Classes.

Work cooperatively with the SSS advisor to determine appropriate courses and credit load.

Follow the recommendations of the advisor and utilize academic support services including those offered by the SSS and the Tutoring and Academic Resource Center (PASS).

Keep SSS advising services informed of my academic progress and any situations that may affect my academic progress.

Schedule regular advising meetings, minimum twice monthly for first semester freshmen and students on academic probation, one time per month for all other students.

Register for only the advisor approved course recommendations listed on the reverse side of this form.

I understand that I am ultimately responsible for my education and I will ensure that I am knowledgeable regarding the requirements of my major, school/college and the University and the policies and procedures of the SSS program and the University.

I understand that after completing registration, if I decide not to attend I will inform my advisor and complete all the withdrawal requirements as specified in the Schedule of Classes.

As a SSS Participant...

1. I will keep SSS Staff up-to-date regarding any name, address, phone and email changes. I will maintain a UWM email account and will check for messages from SSS staff at least 3 times per week.
2. I will meet with my SSS advisor at least two times per month if I am a new student or if I am on probation, otherwise I will meet with my advisor at least once a month.
3. I will arrive on time for my appointments with my advisor. If unable to make an appointment, I will call the SSS office and reschedule my appointment at least 24-hours in advance, or at least as soon as I know I will be unable to make it.
4. I will seek the support of my SSS advisor to address problems that could interfere with my academic success as soon as they arise. I understand that waiting may decrease problem-solving effectiveness and options.
5. I will attend all required and scheduled classes and will consult with a SSS advisor if changes to my course schedule are needed.
6. I will contact my advisor upon receiving unsatisfactory progress report or grades.

SSS Participant Services:

Students in SSS are eligible for the following:

1. Advising support from SSS advising staff.
2. Computer usage in the SSS student area.
3. Laptop loan program.

Sharing Information:

1. I understand that SSS is required to transmit my personal information to the U.S. Education Department. Specific individual information reported on me can be found in Section III of SSS's annual report and contains information such as my name, SSN, cum GPA, academic standing, biographical information, and financial aid information.
2. I understand SSS staff (which may include student workers) will have access to my transcripts, grades, etc. throughout my participation in this program. They will also ensure every effort is made to keep this information confidential.
3. Each semester my advisor will receive progress reports from my instructors and I give my consent for my instructors to share information relevant to my academic progress with SSS staff.
4. I consent and authorize UWM to use my name, voice recording, photograph or likeness, in University related advertising, displays, publications, or any other University related promotions; e.g., electronic media, websites, slide productions, or video productions. I further consent for SSS to keep a photo of me for my records.

COMMENTS:

I have read and understand the SSS Student Agreement and agree to all of the above.

Student Signature _____ Date _____

Advisor Signature _____ Date _____