The Advising Resource Guide is a manual intended to provide training, guidance, knowledge and resources to UWM staff that provide counseling and advising functions to students. It provides a general overview pertaining to university-wide policies, procedures and resources. Please note that your school, college or department may have policies and procedures that supplement what is listed here. You can easily search the document for specific information by clicking "Ctrl F" and typing in the word or phrase that you are searching for. If you notice any broken links, edits or changes that should be made to this Guide, please contact Brian Williams (briancw2@uwm.edu).

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B. PRE-ADMISSION & ADMISSION
C. POLICIES AND PROCEDURES
D. CAMPUS TECHNOLOGY
E. CAMPUS RESOURCES
F. PERSONNEL

A. THEORY OF ADVISING
The Theory of Advising section offers both new and experienced advisors and counselors a foundational understanding of our professional roots, as well as resources for best practices.

History of Academic Advising
- History of Academic Advising
- Suggested Basic Readings in Academic Advising

Values and Ethics of Academic Advising
- NACADA Three Pillars of Academic Advising
- Concept of Academic Advising
- Core Values of Academic Advising
- CAS Advising Standards

Ethics
- Ethics resource links
- Advising Ethics and Decisions

Student Development Theory
- Student Development Theory in Academic Advising Philosophy and Practice
- Theory in Advising Resource Links
- Creating a Personal Philosophy of Academic Advising
- Personal Advising Philosophy Examples

Research in Academic Advising
- NACADA’s Research Agenda
- NACADA’s Research Committee

Academic Advising Mission Statement and Advising at UWM
- UWM Academic Advising Mission Statement
- UWM Academic Advisor Core Competencies
- UWM Academic Advising Brochure

Professional Organizations
- Advisors and Counselors Network (ACN)
- Wisconsin Academic Advising Association (WACADA)
- National Academic Advising Association (NACADA)

Last Revised February 1, 2017
Further Reading
- NACADA Journal
- Academic Advising Today
- Professional Advisor Resource Links
- The Mentor

B. PRE-ADMISSION & ADMISSION

**Academic Programs at UWM**
This is a comprehensive list of the academic programs (undergraduate, graduate, and certificate) available at UWM.

**Office of Undergraduate Admissions (OUA)**
The Office of Undergraduate Admissions will provide timely, accurate and personalized information and assistance to prospective and incoming undergraduate students and their families as they explore their college options and ultimately select UWM as their campus of choice. Phone: 414-229-2222.

**Prospective Student Visit Opportunities**

**Prospective Student Advising Options**
When signing up for a campus tour, prospective students have the option to sign up for an appointment to meet with an academic advisor in whichever school/college they are interested in. Each school/college has designated days/times that they meet with prospective students. Some advisors go to Vogel Hall (Visitor Center) to conduct the meetings, and some advisors request that the prospective students come to their office.

**Prospective Student Viewbook**

**Admissions Forms**
- Application Fee Waiver
- Undergraduate Re-Entry Application
- Non-Degree Application
- Major Change Request
- Term Change Request
- Application Cancellation Request Form

**Application Process, Requirements and Deadlines**
- General Online Application
- New Freshmen
- Transfer
- International
- Adult/Returning
- Military and Veteran
- Online
- Out of State
- Re-entry
- Second Degree
- Non-Degree/Special
- General Deadlines
- Variations in Admission Requirements and Deadlines by School/College

Last Revised February 1, 2017
Credits Earned While in High School and/or Through Testing

- CLEP: College Level Examination Program
- AP: Advanced Placement
- IB: International Baccalaureate
- Retroactive Credit for Foreign Language
- Credit for Military Coursework
- Defense Language Institute FLC

Concurrent Enrollment in High School and College Coursework

Placement Testing and Test Scores

- UWM Testing Center
- Tests Proctored Through Testing Center
- UWM Placement Testing
- Placement Testing Retest Policy
- Online Test Registration
- Admission Test Series
- New Freshman Testing
- AP Scores Accepted
- IB Scores Accepted
- CLEP Scores Accepted
- Nelson Denny Reading Test
- Math Pathways
- Testing FAQ page

Retrieve/Post test scores: destest@uwm.edu

University Housing

Freshman Residency Requirement

All first-time, full-time freshman are required to live in University Housing residence halls, where availability allows. However, exemptions may be applied for by students who meet one or more of the following criteria: those living with parents or guardians, those who are 21 years of age or older (as of 9/1), veterans, students who are married or who have an affidavit of domestic partnership, or those student who are themselves parents

Residence Hall Options
Living Learning Communities

Orientation

- New Student Orientation
- Transfer and Adult Student Orientation

Admissions FAQ’s

What if a re-entry student was academically dropped?

Students must obtain official permission to reenter from the academic dean of the school or college from which they were dropped. They must do this regardless of how long they have been out of school. Even if they wish to change their field of study upon reentry to UWM, they must still obtain official permission to reenter from the academic dean of the school or college from which they were dropped.

How do I know if a student is matriculated?

Within PAWS, go to Maintain Applications, and then Application Program Data tab. You can see the student’s status under “Program Status”. Contact the Office of Undergraduate Admissions at 229-2222 if you have any further questions.

Last Revised February 1, 2017
How do I retrieve a placement score from a UW campus?

Upon exam completion, placement test score results are loaded to the student’s record in PAWS and milestones indicating the student’s placement level in corresponding courses are created. Placement levels are determined by the academic department affiliated with the exam and are reviewed annually. Contact Testing Services through the Registrar’s Office Contact Form if there aren’t any listed and you see the student went to a UW school.

What if I need a transfer credit evaluation?

Within 10 days after the student has been admitted, the UW-Milwaukee Registrar’s Office will perform an official evaluation of their transfer credit. Due to the high number of admitted students who are in need of transfer credit evaluations (UWM enrolls more transfer students than any other institution in Wisconsin!), the Registrar’s Office is unable to provide a credit evaluation before the student is admitted.

How can the student begin to evaluate how their courses may transfer before they receive their official evaluation?

If the student attended a UW System school or a Wisconsin Technical College, they can use the Transfer Information System (TIS) or the Transfer Equivalency Database (TED) to see how their credits transfer before receiving their official credit evaluation from UWM. Visit the transfer credit page for more details.

How and when to send AP/IB scores?

To have AP test results evaluated for credit at UWM, the student must submit official AP scores directly from the College Board to UW-Milwaukee. UWM cannot use scores that appear on another institution’s transcript. UW-Milwaukee’s school code for AP scores is #1473. If the student indicated they wanted their scores sent to UWM when they took the exam and they have an active application to UWM, call the Office of Undergraduate Admissions at 414-229-2222 to see if we received their scores. If the student needs to have scores sent, they should contact the College Board at 609-771-7300 or online at: Grade Reporting Services.

How does college credit for Military service work?

UW-Milwaukee can award up to 12 credits to service members/veterans for their basic military training and education. Some schools/colleges may award additional credit to service members/veterans who are enrolled in specific academic majors and who have Military Occupational Specialty training/education that is relevant and applicable to their degree program. Service members/veterans will need to submit an official Joint Services Transcript (JST) or official Community College of the Air Force Transcript (CCAF). Credits will be awarded based on upon American Council on Education (ACE) recommendations as recorded on these transcripts.

C. STUDENT POLICIES AND PROCEDURES

Academic Misconduct
Non Academic Misconduct
Excess Credit Policy (165 credit rule)
Military Call-up and Duty
Alcohol and Drug Policy
This applies to both students and staff

Last Revised February 1, 2017
Enrollment

Academic Calendar
Schedule of Classes
Registrar’s Calendar
Enrollment Appointments
Add/Drop Calendar
Fees/Tuition Assessment for Drop/Withdrawal
Dropping All Classes
Schedule Changes After Posted Deadlines

Students wishing to make any changes in enrollment after the posted deadlines should speak with their academic advisor to review specific school/college policies and procedures.

Concurrent Registration
Late Registration
Obtaining Course Enrollment Permission
Maximum Credits/Credit Overload
Enrollment Verification

Tuition & Fee Assessment

Tuition/Fee Information
Tuition Rate Schedules

Degree Progress

Academic Advisement
General Education Requirements (GERs)
Class Standing

Grades and Transcripts

Letter Grading System and GPA points
F Grade Policy
Incompletes
Credit/No credit
Audits
Repeats

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires that students be advised of their rights concerning their education records

FERPA for Students
FERPA for Parents
FERPA for Faculty, Staff and Student Workers
UWM Directory Information Requests

Student Information Release

Per FERPA, students can designate who has access to their educational records

Academic Actions

Academic actions set minimum standards of academic progress for undergraduate students enrolled in schools and colleges. Academic actions include:

Academic Probation
Cleared Probation
Academic Drop

Last Revised February 1, 2017
Dropped for One Semester
Dropped for Two Years
Reinstatement/Readmission
Final Probation

**UWM Preferred Name**
Students can designate a preferred name for some university communications such as course rosters and their Office 365 email.

**PantherCard/Student ID**
All UWM students are encouraged to have a Student ID Panthercard

**Student Right to Know**
Federal regulations require all colleges and universities that participate in Title IV financial-aid funding to provide prospective and enrolled students with information about the institution's retention and graduation rates.

**Graduation**
**Graduation Requirements**
List of everything that needs to be satisfied to earn a degree from UWM – general university requirements and requirements for various schools/colleges

**Degrees Types and Policy for Granting Dual Degrees and Double Majors**

**Honors for Scholarship (Commencement Honors)**

UW-Milwaukee has Commencement Honors that apply to all graduating undergraduate students in any school/college, as well as Honors/High Honors in school/college specific majors

**Commencement Ceremony Information**

**D. CAMPUS TECHNOLOGY**

**Advising Technology**
- Panther Access to Web Services (PAWS)
- PAWS Request Help
- PAWS Instructional Manuals
- Microsoft Office 365 (UWM email, calendar, and file sharing system)
- Microsoft Office 365 FAQ
- Student Success Collaborative (SSC)
- Desire2Learn (D2L)
- UWM One Stop Student Services
- UW System Transfer Information System
- UW System Transfer Information System Tutorials
- UWM Transfer Equivalency Database (TED)

**Other Technology/Tools**
- PantherList
- UWM Virtual Bookstore
- Qualtrics Survey Instrument
- Hyperion/Query Library
- UWM's Content Management System (CMS) for Websites
- UITS Learning Techniques (Short Courses, Tutorials)

Last Revised February 1, 2017
E. CAMPUS RESOURCES

Academic Resources

- Academic Opportunity Center (AOC)
- Accessibility Resource Center (ARC)
- African American Student Academic Services
- American Indian Student Services
- Athletics
- Be on the Safe Side (B.O.S.S.)
- Business Scholars Program
- Campus Police
- Career Planning and Resource Center (CPARC)
- Center for Community-Based Learning, Leadership, and Research
- Center for International Education (CIE)
- Center for Student Involvement
- Children’s Learning Center
- Dean of Students (DOS)
- English as a Second Language (ESL)
- Financial Aid
- Honors College
- Inclusive Excellence Center
- LGBT Resource Center
- Life Impact Program
- Military and Veterans Resource Center (MAVRC)
- Military Education Benefits Office (MEBO)
- Multicultural Student Center
- Norris Health Center
- Panther Academic Support Services (PASS)
- Roberto Hernandez Center
- Southeast Asian Student Academic Services
- Student Success Center
- Testing Center
- University Legal Clinic
- UWM Libraries
- University Information Technology Services (UITS)
- University Housing
- Writing Center
- Women’s Resource Center

Community Resources

Food Pantries

2-1-1 @ IMPACT - Emergency Food Pantry Referrals Phone: 414-773-0211

Shelters

ACALL – Homeless Shelter Referrals Phone: 414-302-6633

Legal Services

- Lawyer Referral and Information Service
- Legal Aid Society of Milwaukee

Child Care Referral Services

- Wisconsin Child Care Resource & Referral Networks
- Penfield Children’s Center (special needs child care)

Last Revised February 1, 2017
Food Stamps
FoodShare Wisconsin (program information)
ACCESS (to determine if you may eligible for food stamps on-line)

Parenting Resources
Parenting Network
La Causa - Crisis Nursery and Respite Center

AODA / MH Counseling
UWM Mental Health Resources
Mental Health Association of Milwaukee
National Hopeline Network (suicide prevention and crisis hotline)

Domestic Violence
Milwaukee Women's Center

E. PERSONNEL

Human Resources
Benefits
HR Forms
FMLA Toolkit
My UW System
Vacation and Sick Leave

General UWM Information
Academic Calendar
Campus Maps
Campus Leadership Organizational Chart
University Governance
Drug-Free Campus Policy
Parking and Transit

Academic Staff Resources
This website contains an Academic Staff Governance Organizational Chart and Committee Opportunities

Professional Development and University Service
Activities outside of your job description that center on learning and/or enhancing your professional skills are considered Professional Development. These activities help you grow as an employee and contribute to improved performance of your job duties. Examples include: attending workshops, training sessions, or seminars; attending or presenting at a conference; participating in professional organizations.

Involvement in UWM activities and/or events outside the scope of your job duties organized by UWM schools/colleges/administration are considered University Service. Service can be long- or short-term, depending on the nature of the activity. Examples include: serving on a committee, volunteering at a university event, engaging in a campus/school/college service project.

Many opportunities are listed on the UWM Announcements website and sent via email.

Unclassified Personnel Guidelines

Last Revised February 1, 2017
Academic Staff at UWM are unclassified staff whose titles and responsibilities include teaching, non-teaching, research, and administrative positions. All Academic Staff are required to follow the Unclassified Personnel Guidelines as set by the UW-System.

**UWM Academic Staff Personnel Policies and Procedures**

This website contains UWM Chapters 101 through 113 of the UWM Academic Staff Procedures. It is recommended you familiarize yourself with all chapters.

- Chapter 101 – Coverage, Definitions, and Functional Areas
- Chapter 102 – Delegation of Authority to the Senate of the Academic Staff
- Chapter 103 – Committee Structure of the Academic Staff
- Chapter 104 – Academic Staff Appointments
- Chapter 105 – Performance Review
- Chapter 106 – Non-Renewal
- Chapter 107 – Promotion to Indefinite Appointment
- Chapter 108 – Notice Periods
- Chapter 109 – Dismissal for Cause
- Chapter 110 – Layoff of Academic Staff for Reasons of Budget or Program
- Chapter 111 – Complaints
- Chapter 112 – Grievance
- Chapter 113 – Remunerated Activities, Outside Activities, and Conflicts of Interest