

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).

Advising Resource Guide Table of Contents

- A. THEORY OF ADVISING
- 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](#))

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](#)

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.

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 UWM 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

http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

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

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](#)

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)

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)

Food Stamps

[FoodShare Wisconsin](#) (program information)

[ACCESS](#) (to determine if you may be 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](#)

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