**ROBERTO HERNÁNDEZ CENTER**

**Advising Syllabus**

**Freshmen year through Graduation**

**RHC ADVISORS**:

**Gabriela Dorantes** dorantes@uwm.edu

Last Names: A-L **Rebecca Arcos** rarcos@uwm.edu

Last Names M-Z

**Advising Hours:** 9:00AM-4:00PM **Office Location:** Bolton Hall 183

**Office Hours**: 8:00AM-4:30PM **Office** **Phone:** 414-229-6156 **To Schedule** **Appointments:** Navigate website or call the RHC **Walk-ins:** Wed 1-4pm & Thurs 9am-12pm **Website**: [www.uwm.edu/rhc](http://www.uwm.edu/rhc)

***Our Mission:*** *The Roberto Hernández Center (RHC) is dedicated to serving Latino/a/x students at UWM as well as the Latino/a/x population of southeastern Wisconsin through a three-pronged mission: to provide academic services that promote Latino/a/x student success, to engage in outreach to the Latino/a/x community and beyond and to support applied research pertinent to Latinos/as/xs* *The RHC works in partnership with the Office of Central Advising.*

*\*The RHC welcomes and supports undocumented students and their families.*

***As your RHC advisor I am one of your ongoing supportive partners and collaborators at UWM. Over the next several years we will work together as you navigate your educational experience. Our first step is to establish a good working relationship to explore interests and develop a plan that includes activities that will shape your UWM experience. Let’s start with what advising is:***

**ADVISING AT UWM**

What role does advising play in your college experience? Advisors and faculty members do some of the same work with students but with a different scope and context.

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| **Academic Advisors** | **Faculty or Major Advisors** | **RHC Advisors** |
| * Assist with program plans, course and major selection, registration, add/drop and graduation clearance
* Provide academic and career planning including identifying goals and skill building
* Interpret university policies and procedures related to courses and academic plans
* Share and provide referrals to campus resources, including success coaching, mental health counseling, etc.
* Meet with students one or more times each semester
 | * Focus on guiding students through ideas, problems and methods within the specific major
* Serve as major-specific mentor to guide through an academic program in preparation for post-graduation opportunities
* Assist in obtaining research and independent study experiences as appropriate
 | * Assist students with staying on track and building skills to achieve their goals
* Assist students to fully engage by providing referrals to campus resources, including academic advising, mental health counseling, etc.
* Monitor and conduct outreach regarding students’ engagement with campus resources, ensuring referrals are utilized
* Support students basic understanding of university policies and procedures
* Meet with students on an ongoing basis throughout the semester
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**ADVISOR / ADVISEE RESPONSIBILITIES As your RHC Advisor I will:**

* Provide culturally-relevant sensitive support and offer bilingual services as appropriate.
* Help you to understand the meaning and relevance of the college experience.
* Assist you in developing and achieving realistic academic and career goals based on your interests, abilities, values, and needs.
* Interpret University policies, procedures, and requirements.
* Refer you to appropriate resources, including University Counseling Services, CPaRC, Financial Aid office, etc.
* Address your questions and concerns as they relate to your overall experience at UWM
* Adhere to the highest principles of ethical behavior and maintain confidentiality. Your advisor will not discuss issues with parents or non-university persons without your written permission in accordance with FERPA.
* Support undocumented and DACA students
* Provide a reflective, supportive, and safe environment to have open discussions about anything relevant to your academic success like academics, identity, professional interests, etc.

**You will:**

* Meet with your RHC advisor at least twice per semester and with your academic advisor at least once per semester for academic planning.
* Check your UWM e-mail daily, since it’s the official communication platform at UWM.
* Take responsibility for your educational experience.
* Become familiar with campus resources, including University Counseling Services, Financial Aid office, CPaRC, etc.
* Maintain contact with your RHC advisors throughout the semester.
* Come to each advising appointment prepared to ask questions and discuss concerns. Please bring all advising-related materials, your advising syllabus, completed forms, etc.
* Check PAWS often and pay attention to hold and to do list items.
* Assess your interests, abilities, values, and needs and to discuss these with your adviser.
* Explore your educational, career and personal goals.
* Learn and understand important dates and deadlines (registration, drop/add, final exams, etc.) as listed on the One Stop Enrollment and Financial Services website: <https://uwm.edu/onestop/>
* Accept responsibility for your decisions and actions (or inactions) which affect your educational progress and goals.

**ADVISING METHODS**

**APPOINTMENTS**

What it is: 30-minute one-on-one conversations with your assigned RHC advisor.

**Best for**: On-going support with questions and reflections on your campus experience, goals, options, and concerns.

**How to make an appointment:** Online through **Navigate**, by calling the RHC at (414) 229-6156, or by visiting our office. If you cannot keep a scheduled appointment with me, make sure to cancel and free that time for another student.

**Note:** If you are more than 15 minutes late without prior notification, we ask that you reschedule for a different date and time.

**What to prepare**: Think through what you want to talk about and bring a few questions/topics that can guide our conversation.

**WALK-INS**

What it is: Up to 15-minute drop-in interactions with an RHC advisor.

**Best for:** well-defined, technical, less complex questions pertaining to an immediate or time sensitive matter.

**What to prepare:** Walk-ins are first come/first serve. See front page for times and dates.

**E-MAIL**

**What it is:** Formal and written communication with me.

**Best for:** moderately-complex questions or longer form reflections on your educational life at UWM. Email allows for deliberation and careful crafting of ideas and thoughts. Some students find this a lower-pressure way to interact with their adviser than in-person meetings. Not everything lends itself to email and if the question turns out to be more complex than it first seems, I will likely ask you to schedule an appointment.

**What to prepare:** a well-structured piece of writing, including appropriate salutation and proper grammar, sent from your UW email account. Allow at least 48 hours for a response. Response times may be longer during busier times of the year, such as during the first few weeks of courses, and registration.

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| **Your 2019 – 2020 Advising CalendAR & Important dates** |
| **When** | **What** |
| **June-August 2019** | Register and attend New Student Orientation (NSO)Register for classes. Schedule an appointment to meet BOTH with your RHC Advisor and Academic Advisor.  |
| **September 2019** | Last day to withdraw from all classes with full refund: 2nd First day of classes: 3rdAdd deadline: 16thLast day to Drop without W: 30thSchedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **October 2019** | First day to apply for Financial Aid (FAFSA) 2020-2021: 1st UwinteriM enrollment begins. Register and attend the New Latinx Student Academic Success Workshop, Tuesday the 15th from 1 – 2 pm or Wednesday the 16th from 9 – 10 am. Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **November 2019** | Spring 2020 enrollment begins. Drop Deadline for full-term courses: 10th – be sure to double check with academic advisor/Financial Aid/Bursar before dropping classes. Thanksgiving break: 27th - Dec 1st. (UWM offices are open on Wed & Fri). Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **December 2019** | Last day of classes: 12th Study Day: 13th Final Exams: 14th, 16th- 21st. No Final exams on December 15th. Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **January 2020** | UwinteriM classes begin: 2ndUwinteriM last day of classes: 18th Last day to withdraw from Spring 2020 classes with full refund: 20th First day of classes, 21st Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **February 2020** | Add deadline: 3rd Last day to drop without W: 17th Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **March 2020** | Spring break: 15th- 22nd Summer 2020 enrollment begins. Register and attend the New Latinx Student Academic Success Workshop. Dates and times are TBD. Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **April 2020** | Drop Deadline for full-term courses: 5th – be sure to double check with academic advisor/Financial Aid/Bursar before dropping classes. Fall 2020 enrollment begins. Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **May 2020** | Last day of classes: 7th Study Day: 8th Final Exams, 9th, 11th-16th. No final exams on the 10th. PAWS open enrollment for Fall 2019 begins. First day of classes for most early Summer 2020 sessions: 26thSchedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |
| **August 2020** | Last day of classes for most summer sessions, 15th. Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor. |

**FRESHMEN STUDENTS Checklist (0-23 credits)\***

 \_\_\_\_\_ Know who your advisors are (academic/faculty/RHC) and how to contact them.

 \_\_\_\_\_ Learn and accept the differences between high school and college.

 \_\_\_\_\_ Know that college/university advising is different from high school guidance counseling.

 \_\_\_\_\_ Become familiar with the General Education requirements.

\_\_\_\_\_ Become familiar with the University’s academic calendar/deadlines, add/drop, registration dates,

etc. Visit: <https://uwm.edu/onestop/>.

 \_\_\_\_\_ Understand UWM’s expectation for student behavior (The Panther Pledge and

 Student Conduct) and the consequences of behavior on future employment.

\_\_\_\_\_ Learn to manage your time successfully so that you can complete assignments, manage personal

responsibilities, and maintain a healthy balance.

 \_\_\_\_\_ Learn to budget and manage finances effectively.

 \_\_\_\_\_ Learn to ask for help when you need it rather than attempting to deal with overwhelming

 situations alone.

 \_\_\_\_\_ Learn about/take care of financial aid responsibilities, including filing FAFSA on time.

 \_\_\_\_\_ Discover your own personal learning style and learn how you can use it to be a more

 successful student.

 \_\_\_\_\_ Become familiar with campus services (University Counseling Services, Financial Aid office,

Career Planning and Resource Center, etc.).

 \_\_\_\_\_ Become familiar with the Undergraduate Course Catalog.

 \_\_\_\_\_ Explore academic, career, and personal interests.

 \_\_\_\_\_ Discover/assess skills, values, talents, strengths and weaknesses.

 \_\_\_\_\_ Be able to navigate both PAWS and Navigate sites.

**SOPHOMORE STUDENTS Checklist (24 - 55 credits)\***

\_\_\_\_\_ Work with your advisors to begin to narrow your interests to determine a major if not

 already declared.

\_\_\_\_\_ Explore course requirements for potential majors and start to make faculty contacts in the

respective departments.

\_\_\_\_\_ Explore experiences that will help you clarify goals and interests (internships,

 undergraduate research opportunities, professional organizations, mentorships, student

 employment, volunteerism, study abroad, etc.)

\_\_\_\_\_ Determine if your strengths and interests fit your major/career choice through discussion

 with your adviser and a career counselor in the Career Planning and Resource Center (CPaRC).

\_\_\_\_\_ Visit CPaRC and begin to develop a resume, cover letter, and/or portfolio.

\_\_\_\_\_ Explore/apply for UWM scholarships and other scholarship sources and adhere to

 deadlines.

*\*Class standing varies by School/College*

**JUNIOR STUDENTS Checklist (56 - 87 credits)\***

\_\_\_\_\_ Get to know your faculty advisor or advising unit in your school/college.

\_\_\_\_\_ Complete a degree check sheet/program agreement with your advisor in your school/college to

determine classes still needed to meet major and graduation

 requirements.

\_\_\_\_\_ Connect with the CPaRC (if you haven’t already) to map out a job search plan, build resume, etc.

\_\_\_\_\_ Research criteria for internships and opportunities in the CPaRC. Meet deadlines for

 participation.

\_\_\_\_\_ Research multiple career options within your field of study to determine best fit.

\_\_\_\_\_ Make academic, career, personal decisions – it’s a lifelong skill!

\_\_\_\_\_ Research employment or graduate school options and requirements for admission /

 employment.

\_\_\_\_\_ Begin the networking process; consider participating in career/employment fairs.

\_\_\_\_\_ Be aware of graduation process/dates/deadlines.

\_\_\_\_\_ See faculty adviser for input on identifying and addressing additional education/skills

 needed for employment or for graduate school. Check registration dates for GRE,

 GMAT, LSAT, MCAT, etc.).

**SENIOR STUDENTS Checklist (88+ credits)\***

\_\_\_\_\_ Begin the graduation application process.

\_\_\_\_\_ Apply to graduate school(s).

\_\_\_\_\_ Prepare to market yourself to potential employers/graduate schools by articulating your

Skills and knowledge acquired through your course of study.

\_\_\_\_\_ Take advantage of Career Fairs and on-campus interview opportunities.

\_\_\_\_\_ Continue networking.

\_\_\_\_\_ Polish your resume, cover letter, and portfolio.

*\*Class standing varies by School/College*

**UWM resources recommended by your RHC Advisor to VISIT and USE:**

**Career Planning and Resource Center (CPARC)**
414-229-4486
Mellencamp Hall 128

careerplan@uwm.edu

**Tutoring & Supplemental Instruction**
414-229-5385
Bolton Hall 120

ssc@uwm.edu

**Library & Multicultural Services**

414-229-7377

Library Front Desk

Thornto4@uwm.edu

**Financial Aid**
414-229-4541
Mellencamp Hall 162

finaid@uwm.edu

**Accessibility Resource Center**
414-229-6287
Mitchell Hall 112

archelp@uwm.edu

**Norris Health Center & University Counseling Services**

414-229-4716
nhc-help@uwm.edu

**Writing Center**
414-229-4339
Curtain Hall 127

Satellite location in Library East Wing

mmika@uwm.edu

**Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center**

414-229-4116
Union WG89

peerout@uwm.edu

**Inclusive Excellence Center**

414-229-7234

Union W119

iecenter@uwm.edu

**Student Success Center**

414-229-5385
Bolton Hall 120

ssc@uwm.edu

**Women’s Resource Center**
414-229-2852
Union WG93

**Military & Veterans Resource Center (MAVRC)**

414-229-7211

Union WG-99

mavrc@uwm.edu

**University Police**
(non-emergency) 414-229-4627

(emergency) 414-229-9911

**ADVISOR APPOINTMENTS/MEETINGS**

I saw my advisor on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We discussed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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