

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

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.

Academic Advisors	Faculty or Major Advisors	RHC Advisors
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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

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.

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: 2 nd First day of classes: 3 rd Add deadline: 16 th Last day to Drop without W: 30 th Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor.
October 2019	First day to apply for Financial Aid (FAFSA) 2020-2021: 1 st UwinteriM enrollment begins. Register and attend the New Latinx Student Academic Success Workshop, Tuesday the 15 th from 1 – 2 pm or Wednesday the 16 th 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: 10 th – be sure to double check with academic advisor/Financial Aid/Bursar before dropping classes. Thanksgiving break: 27 th - Dec 1 st . (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: 12 th Study Day: 13 th Final Exams: 14 th , 16 th - 21 st . No Final exams on December 15 th . Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor.
January 2020	UwinteriM classes begin: 2 nd UwinteriM last day of classes: 18 th Last day to withdraw from Spring 2020 classes with full refund: 20 th First day of classes, 21 st Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor.
February 2020	Add deadline: 3 rd Last day to drop without W: 17 th Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor.
March 2020	Spring break: 15 th - 22 nd 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: 5 th – 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: 7 th Study Day: 8 th Final Exams, 9 th , 11 th -16 th . No final exams on the 10 th . PAWS open enrollment for Fall 2019 begins. First day of classes for most early Summer 2020 sessions: 26 th Schedule an appointment to meet with BOTH your RHC Advisor and Academic Advisor.
August 2020	Last day of classes for most summer sessions, 15 th . 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*

RHC Advising Syllabus

8/29/2019

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

Accessibility Resource Center

414-229-6287
Mitchell Hall 112
archelp@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

University Police

(non-emergency) 414-229-4627
(emergency) 414-229-9911

Library & Multicultural Services

414-229-7377
Library Front Desk
Thornto4@uwm.edu

Financial Aid

414-229-4541
Mellencamp Hall 162
finaid@uwm.edu

Norris Health Center & University Counseling Services

414-229-4716
nhc-help@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

ADVISOR APPOINTMENTS/MEETINGS

I saw my advisor on: _____ We discussed: _____

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