

# Helen Bader School of Social Welfare

Welcome to the Helen Bader School of Social Welfare (HBSSW)! We are so glad you're here! Whether you are new to college, just transferred to UW-Milwaukee (UWM), or have been at UWM and are new to HBSSW there are a lot of exciting, yet overwhelming, opportunities for you. We put together this document to answer some frequently asked questions, give you a list of resources you are expected to use, and included a glossary to help you get acquainted to college life in HBSSW.

## Frequently Asked Questions

### What is an Academic Advisor?

An Academic Advisor is a UWM staff member assigned to work with you based on your major. Their main role is to help you navigate your academic journey at UWM. This is similar to a Guidance Counselor. Your advisor will provide information and options to help you make the best choices based on your personal situation and goals.

### Who is my Academic Advisor?

In HBSSW, we do things a bit differently than most advising offices. Instead of assigning you to one advisor you have a team of advisors to work with. You will hear from all of us during your time at UWM and any one of us can assist you. You can choose to see the same advisor your entire time at UWM or you can switch things up. Your advisors are:

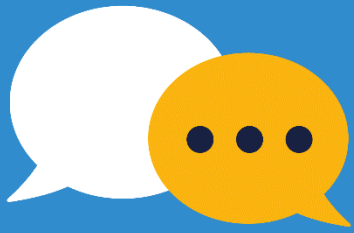


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Academic Advising is a partnership between the student and the professional advisor. Your advisor is your gatekeeper to campus! If you ever have a question and do not know where to start, ask your advisor, and we'll be able to answer your question or point you in the right direction.



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## What can you expect from your advisor?

- Care, respect, and support as you explore and define your academic, career, and personal goals.
- Assistance with academic planning that is consistent with your values, interests, and strengths.
- Accurate information regarding academic requirements, University policies and procedures, and campus resources.
- Guidance as you begin to understand the nature and purpose of higher education and your role as a student.
- To be accessible and responsive to your needs.
- To be prepared for your academic advising appointments by reviewing and updating your academic checklist prior to your advising appointment.

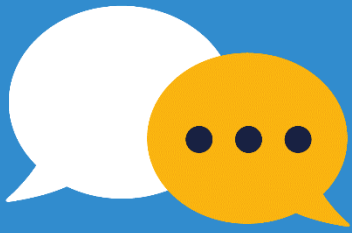
## What do my advisors expect of me?

- Understand that you are responsible for creating your educational, life, and career plans.
- Take the initiative to access, understand, and utilize campus resources to gather needed information and make informed decisions.
- Maintain open and honest communication with your advisor.
- Take responsibility for choices you make as a student and member of the University community.
- Remember that your academic advisor is a professional staff member, therefore, it is important that you act in a mature, professional manner in all correspondence with them.
- Make an advising appointment every semester well in advance of your designated registration time. Come to your appointment prepared with a list of questions and have a tentative written list of classes for which you would like to register.
- Check your UW-Milwaukee email account and Canvas at least once a day.

## How can I meet with one of my advisors?

1. **Email:** If you have a quick question that is not time sensitive, sending one of us an email can be a great way to have your question answered. Advisors try to reply within 48 business hours if we are in the office.
2. **Scheduled Advising Appointments:** You can schedule an advising appointment by calling our office at 414-229-4852 or online through Navigate at: [uwmilwaukee.campus.eab.com](http://uwmilwaukee.campus.eab.com). Generally, an HBSSW advisor is available for appointments 9am-3:30pm Monday through Friday.

As registration nears scheduled advising appointment wait times may be up to two weeks from when you schedule an appointment -- be sure to schedule early!



# Helen Bader School of Social Welfare

## When should I meet with one of my advisors?

There is never a wrong time to meet with an advisor and there is no limit to how many times you can meet with an advisor per semester. Any time something is going on that is impacting you or your academics, we encourage you to email or meet with an advisor to let us know what is going on. We are happy to discuss your options with you.

Even if everything is going great, we recommend you meet with an advisor at least once per semester to talk about how things are going and plan for the next semester.

- Summer or Fall Academic Advising: happens in March and April
- Spring Academic Advising: happens in October and November

As registration nears scheduled advising appointment wait times may be up to two weeks from when you schedule an appointment -- be sure to schedule early!

## How can I make sure I graduate in four years?

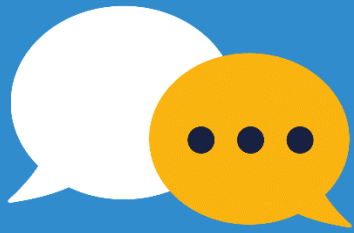
To complete the CJC or SW degree, you need to complete 120 credits. To graduate in four years, you need to complete 30 credits each year. Many students take 15 credits in Fall and Spring semester, but you can take classes in Winter (max. 3 credits) or Summer (max. 12 credits), as well. Your advisors can help you come up with a plan that keeps you on track for your goals.

## How hard is 15 credits?

Each class requires you spend a certain amount of time on that class. For every 3 credit class in a Fall or Spring semester you are expected to spend 10 hours each week on that class. That includes all class activities such as going to class, studying outside of class, and completing homework or group work. For 15 credits, you are expected to spend 50 hours each week on academic activities. For classes you find more difficult, you may need to spend more time.

## What are some of the important websites I should know and use?

- ✓ **Canvas:** <https://uwm.edu/canvas/home> – Online learning environment for classes
- ✓ **Navigate:** <http://uwmilwaukee.campus.eab.com> – Schedule advising appointments here
- ✓ **Office 365:** <https://uwm.edu/office365> – Check your UWM email in Outlook
- ✓ **PAWS:** <http://paws.uwm.edu> – Register for classes, pay tuition, check financial aid and to-do list items
- ✓ **Schedule of Classes:** <http://schedule.uwm.edu> – Course offerings for current and previous semesters. Includes information on tuition and fees, course descriptions and prerequisites.
- ✓ **Helen Bader School of Social Welfare:** <https://uwm.edu/socialwelfare/>



# Helen Bader School of Social Welfare

## How do I apply to be admitted to my major?

- **Criminal Justice & Criminology Majors**  
Students in the CJC program are formally admitted to the major upon entry into the University. There is no additional paperwork that needs to be completed.
- **Social Work Majors**  
In order to be advanced through to the Social Work major, all of the requirements below must be met.

### Eligibility for Acceptance into the Social Work Major

1. Completed 48+ credits
2. Completed Social Work 100, 250, and 306
3. A cumulative GPA of 2.5 or higher, including all transfer work

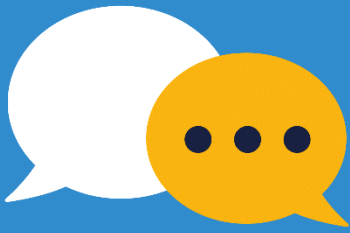
Advancement into the Social Work major typically happens in a student's sophomore or junior year. You must be formally advanced in the major in order to begin field placement and, subsequently, graduate.

## How do I get experience in the field?

- **Criminal Justice & Criminology Majors**  
The CJC major does not require students to complete a field placement (AKA internship), but it is highly recommended. Field placement gives students the opportunity to gain experience in a Criminal Justice related setting while earning college credit. CJC students can complete field placement for 3 credits or 6 credits towards their major electives.
- **Social Work Majors**  
Undergraduate Social Work majors are required to complete a two-semester field placement (AKA internship) at one agency. A supervised field placement provides opportunities for students to develop social work skills by applying social work theory to real-life practice situations in social service agencies.

Field placement is generally the last two semesters on campus. BSW students will submit an application 6 months before they plan to start field placement. Your advisor will go over this process in detail with you as the time approaches!

You must be formally advanced in the major in order to begin field placement and, subsequently, graduate.



# Helen Bader School of Social Welfare

## University of Wisconsin – Milwaukee Glossary

College is the land of abbreviations and terms that aren't used in everyday life. Use this glossary to become familiar with the most common acronyms and terms you'll find as you get started at UWM.

- **BSCJC or CJC** – Abbreviation for Bachelor's Degree in Criminal Justice & Criminology.
- **BSW or SW** – Abbreviation for Bachelor's Degree in Social Work.
- **Canvas** – Canvas is an online learning environment for UWM where your course instructors will post course content for you to review or complete.
- **Checklist and Academic Plan** – A Microsoft Excel document unique to you and your graduation requirements. You and your advisor use this document every semester to track your progress towards graduation.
- **Field Placement** – Another name for an unpaid internship. Required for Social Work students, optional but highly recommended for students in Criminal Justice & Criminology.
- **GER** – Abbreviation for General Education Requirement.
- **HBSSW** – Abbreviation for Helen Bader School of Social Welfare.
- **Navigate** – A web site where you can check course Progress Reports and schedule Advising appointments.
- **PAWS** – Abbreviation for Panther Access to Web Services. PAWS is a web site where you will resolve Holds and To Do List items, review financial information, register for classes, and check your final grades.
- **Progress Reports** – Your course instructor may provide Progress Reports to update you and your advisor on your course grade or performance. These reports can be found in Navigate.
- **UWM** – Abbreviation for University of Wisconsin-Milwaukee.

FOR MORE INFORMATION CONTACT US:

Phone: 414-229-4852

Email: [hbssw-advising@uwm.edu](mailto:hbssw-advising@uwm.edu)

[uwm.edu/socialwelfare](http://uwm.edu/socialwelfare)

