



College of Arts & Sciences

Advising 101 Syllabus

Arts and Sciences Advisement Center
UAEC Bldg 85 Suite 135
(505) 277-4621
asadvise@unm.edu
<http://artsci.unm.edu/>

Office Hours:
Monday 8:00-5:00*
Tuesday 8:00-5:00*
Wednesday 8:00-5:00*
Thursday 8:00-5:00*
Friday 8:00-5:00*



The Advisement Center is located in the University Advisement & Enrichment Center, Suite 135

The majority of A&S advisors are in their respective departments.

*We operate on an appointment basis Monday through Thursday. Students can be seen on a walk-in basis on Fridays. Some advisors availability may differ on both appointment and walk-in days.

Helpful Resources

University Catalog (View colleges, courses & pre/co-reqs) <http://catalog.unm.edu>
Registrar's Website (deadline dates & forms) <http://registrar.unm.edu/>
Loboachieve (schedule appointments & view walk-ins) <http://loboachieve.unm.edu>
Loboweb (Register, View Holds, Transcripts & LoboTrax) <http://my.unm.edu/home>

Arts and Sciences Advisement Center Mission

Our mission is to assist and guide our students in their pursuit of an Arts & Sciences Degree. We are here to collaborate with the diverse community of students in a dynamic learning environment, developing tools and strategies to navigate their academic careers with confidence and efficiency, while also providing them with a way to translate those skills into lifelong practices.

Academic Advisor Expectations

As your Advisor you can expect me to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures
- Encourage and support students as they gain the skills to define and develop clear and attainable educational plans and goals
- Provide students with information about and strategies for utilizing the available resources and services on campus

Student Expectations

As an advisee, you have responsibilities in the advising partnership that can assist you in your development and movement with the college.

- Come prepared to each appointment with questions and/or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Be open to recommendations from your advisor
- Gather all relevant decision-making information

- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions
- Maintain confidentiality (will not discuss issues with parents or others without your written permission); we can only answer academic questions only via **unm.edu e-mail accounts with student ID#**.

Advisement Description

- As you continue your educational career at UNM, it is essential to stay familiar with the academic advisement process. All students are expected to become **partners** with their advisors as they map out the path they will follow to successfully graduate with a Bachelor’s degree.
- All Arts and Sciences students are **encouraged** to meet with their Academic Advisor **at least once a semester**.
- Assist students in understanding the purpose and goals of higher education and its effects on their personal lives and future
- Be accessible during office hours for communication with students by appointment, walk-in advising, telephone, e-mail, or web access.
- Maintain confidentiality

Mandatory Advisement

The College of Arts and Sciences requires visits at critical transition points in a student’s academic career. Each visit is intended to ensure the students are equipped with specific information to be able to move forward while getting the most out of their college experience. While the following are mandatory, it is always **encouraged** to meet with your advisor more.



NSO – New Student Orientation

Objectives: Introduce students to UNM academic expectations, policies, and procedures. Teach students how to utilize UNM technology for registration and communication purposes.

New Student Learning Workshop

Objectives: Assist student in identifying academic resources, recognizing and scheduling department admission requirements for the next year and utilizing the degree audit.

Department Orientation

Objectives: Integrate students into the Department. Explain nuances of degree completion. Offer opportunities to enhance the student experience including but not limited to research, internships, and scholarships.

Graduation Planning Workshop

Objectives: Teach students to analyze outstanding degree requirements via degree audit; to plan coursework to meet both specific and general requirements; to project intended graduation date

Advisor Emails by major/department:

American Studies, Asian Studies, Chicano-Chicana Studies, International Studies, Latin American Studies, Peace Studies, Religious Studies, Sustainability Studies & Women’s Studies StudiesAdvise@unm.edu	Anthropology AnthAdvise@unm.edu	Astrophysics & Physics PandAAAdvise@unm.edu	Biochemistry BiochemAdvise@unm.edu
Biology BioAdviz@unm.edu Chemistry ChemAdvise@unm.edu	Classical Studies, Comp Lit and Cultural Studies, East Asian Studies, French, German, Languages, Portuguese, Russian, Spanish LanguageAdvise@unm.edu	Communication & Journalism and Mass Communication cjadvice@unm.edu	Criminology & Sociology SoccrimAdvise@unm.edu
Earth and Planetary Sciences & Environmental Science EPSAdvise@unm.edu	Economics EconAdvise@unm.edu	English-Philosophy & English Studies EnglishAdvise@unm.edu	Family Studies asadvice@unm.edu
Geography GeographyAdvise@unm.edu	History HistoryAdvise@unm.edu	Linguistics & Signed Language Interpreting LingsignAdvise@unm.edu	Mathematics & Statistics advisor@math.unm.edu
Philosophy PhilosophyAdvise@unm.edu	Political Science PolisciAdvise@unm.edu	Psychology PsychAdvise@unm.edu	Speech & Hearing Sciences SHSAdvise@unm.edu