

# College of Arts & Sciences



# Advisement Syllabus

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

Due to COVID-19 regulations we are operating on a remote appointment basis Monday through Friday.

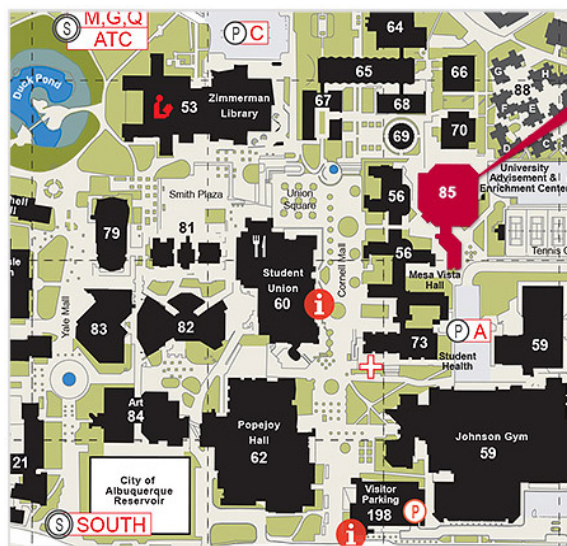
The majority of A&S advisors are remote and advisor availability may differ.

\*During remote work it is best to use e-mail to reach the front desk for assistance with general inquiries and scheduling appointments.

[asadvise@unm.edu](mailto:asadvise@unm.edu)

\*Admitted UNM students **MUST** use their @unm.edu e-mail account and include 9 Digit Banner ID#.

## Where are We Located?



The Advisement Center is located in the University Advisement & Enrichment Center, Room 140

## 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.

## Helpful Resources - Main Websites You Will Need to Know

- Who is my advisor ? <http://artsci.unm.edu/advisement/advisement-staff.html>
- Loboachieve (Schedule Appointments & View Walk-Ins) <http://loboachieve.unm.edu>
- Loboweb (Register, View Holds, Transcripts & LoboTrax) <http://my.unm.edu/home>
- University Catalog (College requirements, Courses and More) <http://catalog.unm.edu>
- Registrar's Website (Deadline Dates, Registration Dates & Forms) <http://registrar.unm.edu/>
- Schedule (Preview & Plan Next Semester When Available) <http://schedule.unm.edu/>

## Advisement Description

- All Arts and Sciences students are encouraged to meet with their Academic Advisor **at least once a semester**.
- 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.
  - 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

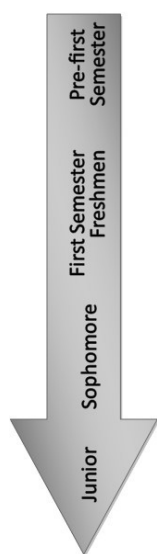
## Academic Advisor Expectations

As your Advisor you can expect us to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures
- 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#.
- 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
- Provide a safe and welcoming space for all students

## 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. Other holds may be placed for transitioning into your major's department due to remaining requirements.



### **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 (also required for new transfer students)**

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 (after 75 hrs earned)**

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 and apply for graduation.

## Advisor Emails by major/department:

Send advising inquiries via [@unm.edu](mailto:@unm.edu) e-mail accounts with **student ID#**. Best e-mail to reach your Major Advisor/s.

|  |  |   |  |
|--|--|---|--|
| Africana Studies, American Studies, Asian Studies, Chicano-Chicana Studies, International Studies, Latin American Studies, Peace Studies, Religious Studies, Sustainability Studies & Women, Gender, and Sexuality Studies<br><a href="mailto:StudiesAdvise@unm.edu">StudiesAdvise@unm.edu</a> | Anthropology<br><a href="mailto:AnthAdvise@unm.edu">AnthAdvise@unm.edu</a>                                       | Astrophysics & Physics<br><a href="mailto:PandAAAdvise@unm.edu">PandAAAdvise@unm.edu</a>  | Biochemistry<br><a href="mailto:BiochemAdvise@unm.edu">BiochemAdvise@unm.edu</a>                                 |
| Biology<br><a href="mailto:BioAdviz@unm.edu">BioAdviz@unm.edu</a>  | Chemistry<br><a href="mailto:ChemAdvise@unm.edu">ChemAdvise@unm.edu</a>  | Classical Studies, Comp Lit and Cultural Studies, East Asian Studies, French, German, Languages, Portuguese, Russian, Spanish<br><a href="mailto:LanguageAdvise@unm.edu">LanguageAdvise@unm.edu</a> | Communication & Journalism and Mass Communication<br><a href="mailto:cjadvice@unm.edu">cjadvice@unm.edu</a>      |
| Criminology & Sociology<br><a href="mailto:SoccrimAdvise@unm.edu">SoccrimAdvise@unm.edu</a>  | Earth and Planetary Sciences & Environmental Science<br><a href="mailto:EPSAdvise@unm.edu">EPSAdvise@unm.edu</a> | Economics<br><a href="mailto:EconAdvise@unm.edu">EconAdvise@unm.edu</a>   | English-Philosophy & English Studies<br><a href="mailto:EnglishAdvise@unm.edu">EnglishAdvise@unm.edu</a>         |
| Family Studies<br><a href="mailto:asadvise@unm.edu">asadvise@unm.edu</a>   | Geography and Environmental Studies<br><a href="mailto:GeographyAdvise@unm.edu">GeographyAdvise@unm.edu</a>      | History<br><a href="mailto:HistoryAdvise@unm.edu">HistoryAdvise@unm.edu</a>   | Linguistics & Signed Language Interpreting<br><a href="mailto:LingsignAdvise@unm.edu">LingsignAdvise@unm.edu</a> |
| Mathematics & Statistics<br><a href="mailto:advisor@math.unm.edu">advisor@math.unm.edu</a>   | Native American Studies<br><a href="mailto:cnm@unm.edu">cnm@unm.edu</a>  | Philosophy<br><a href="mailto:PhilosophyAdvise@unm.edu">PhilosophyAdvise@unm.edu</a>  | Political Science<br><a href="mailto:PolisciAdvise@unm.edu">PolisciAdvise@unm.edu</a>                            |
| Psychology<br><a href="mailto:PsychAdvise@unm.edu">PsychAdvise@unm.edu</a>   | Speech & Hearing Sciences<br><a href="mailto:SHSAdvise@unm.edu">SHSAdvise@unm.edu</a>                            | Accelerated Online Programs (AOPs)<br><a href="mailto:asmopsadvise@unm.edu">asmopsadvise@unm.edu</a>  |  |

## Student Expectations

As an advisee, we expect you to:

- Come prepared to appointments with questions and/or material for discussion
- 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
- Accept responsibility for decisions
- Sending advising inquiries via [@unm.edu](mailto:@unm.edu) e-mail accounts with **student ID#**.