

**First Year Student to the University of Oregon
Department of Cinema Studies Advising Syllabus
Summer 2017**

Mission:

As the University of Oregon community of advisors, we collaborate with students to help them achieve their personal goals, academic potential, and professional success. Our coordinated approach to advising strives to be student-centered, caring, holistic, inclusive, and culturally-aware.

Advisee and Advisor Expectations:

As your SSAD for Cinema Studies, I will complete the following:	As the advisee, the SSAD expects that you will:
Develop a purposeful relationship with you and serve as an advocate for your success.	Meet with the SSAD for Cinema Studies at least once per year to ensure you are on the right path towards degree, major/minor, and credit completion.
Encourage your sustained engagement in student and campus life to enhance the values of your college experience and develop your interpersonal and leadership abilities.	Come to advising (drop-in or appointment based) prepared. Preparation means that you have reviewed your degree guide (degreeguide.uoregon.edu) and have brainstormed classes to take/questions to ask/topics to discuss.
Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.	Take notes during advising meetings and keep a record of your advising sessions.
Assist and support you in making course, major/minor and degree decisions.	Schedule an appointment with your advisor as needed in advance of your next term registration date and time. (Schedules fill quickly – make appointments early!)
Make effective referrals that allow you to navigate the university successfully.	Communicate impending academic and/or personal difficulties in a timely fashion for support in navigation of solutions/potential outcomes.
Understand and effectively communicate UO degree requirements.	Research programs, policies, procedures, and opportunities as appropriate.
	Demonstrate understanding of student learning outcomes (listed immediately below).

Student Learning Outcomes:

Successful academic advising will lead to the following student outcomes:

- Exploration – learning about majors, minors, departments, and programs of interest to you and to determine how they fit with your life and career goals.
- On-time registration for appropriate classes using DuckWeb (**<http://duckweb.uoregon.edu>**); for registration priority refer to the registrar’s website (**<https://registrar.uoregon.edu/calendars/registration-priority-schedule>**).
- Creation of a long-term academic plan for on-time graduation.
- Identification and involvement in co-curricular activities/opportunities to apply your skills outside of the UO classroom and experiential learning (i.e., internships, study abroad, research, volunteer services, etc.) to help you explore and clarify your career goals and options.

Contacting the Student Services Assistant Director for Cinema Studies:

Veratta Pegram-Floyd, Student Services Assistant Director for the Department of Cinema Studies can be reached via email at cineadvising@uoregon.edu or 541-346-8613. The Department of Cinema Studies is located at 201 McKenzie Hall. During the academic year (fall through spring term), Veratta holds both drop-in and appointment based advising sessions. In the summer, appointments are by appointment only. When emailing Veratta, please make sure you are using your University of Oregon email account as well as including your UO ID # (otherwise referred to as your “95” number).

Difference in Drop-In vs. Appointment Based Advising:

Drop-In Advising: *Brief meetings (no longer than 10-15 minutes) on a first come, first serve basis that should be utilized for quick questions, forms to sign, looking over student identified degree plans, etc.*

Appointment Based Advising: *30 minutes to an hour long for more in-depth academic and/or personal planning, academic reinstatements, creation of a graduation plan, etc.*

Should you decide to change your major from Cinema Studies and/or add an additional major or minor, you will need to complete one (or both, depending on your situation) of the following methods:

- If unsure about what to change your major to, contact the Office of Academic Advising (OAA) at 541-346-3211 or visit 364 Oregon Hall to make an advising appointment. An OAA advisor can best help you explore other majors on campus and find a new academic home. (Clark Honors College students may also contact advisors through the Honors College).
- Contact the department, office, or program of the new/additional major or minor of interest. An advisor for that discipline will inform you of the requirements to declare and/or add a major or minor. Should you have difficulty with locating an advisor, please visit this link:

<http://advising.uoregon.edu/content/campus-advisors>.

General Advising Schedule – Pertinent Dates:

Week 1	As necessary, make any last-minute changes to your current term schedule; check academic deadlines on the Registrar’s website (https://registrar.uoregon.edu/calendars/academic) for important dates related to adding/dropping courses. Review class syllabi and add important dates to your planner or calendar.
Weeks 5-7	Prepare to register for next term by making an appointment with the SSAD to ensure your preparation for priority registration. Review course progress and consider deadlines to drop a class/change grading options to P/NP (<i>ALL Cinema Studies major courses must be passed with a letter grade of C or better</i>). Look up your registration time and check Duckweb for any holds you may have while taking action to clear them. Run and review current degree guide. Begin using the class schedule (www.classes.uoregon.edu) and schedule builder when the schedule is released on Friday of Week 5.
Weeks 8-9	Priority registration begins – register for next term’s courses on Duckweb.