



## Healthcare Services and Informatics Administration Advising Syllabus

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### UNG Academic Advising mission statement:

The mission of academic advising is to assist students in constructing meaningful educational plans based on their interests and abilities and consistent with each student's academic, professional, and personal goals. Academic advising fosters the development of students who are self-directed, responsible decision-makers, and supports the successful completion of degree requirements.

### Departmental Goal for Advising:

The mission of Healthcare Services and Informatics Administration (HSIA) advising is to mentor students entering the healthcare informatics profession by providing guided career advice and effective learning opportunities. Faculty advisors aim to create detail oriented students who take responsibility for their education, and are actively involved in their own career development.

### UNG Academic Advising Learning Outcomes:

1. Students will understand the value of the Core Curriculum and display the ability to select courses that satisfy Core requirements.
2. Students will demonstrate knowledge of degree program requirements and the ability to select courses each semester to progress towards fulfillment of their educational plans.
3. Students will demonstrate understanding of University of North Georgia academic policies and procedures and how these policies and procedures impact their educational progress.
4. Students will effectively utilize technological resources to assist in educational planning and course registration.
5. Students will select majors based on their interests, abilities, and career goals.
6. Students will be able to identify campus resources and services that can be used to assist them in achieving their academic, personal, and career goals.
7. Students will understand the importance of co-curricular programs for supporting and promoting their educational and life goals.
8. Students will understand and navigate the processes that lead to successful transfer, if applicable.

## **Expectations of Advisor/Advisee:**

### **An advisor is expected to:**

1. Be available, approachable, and respectful of students
2. Encourage and support students as they develop realistic goals and attainable educational plans
3. Have a thorough understanding of UNG's core curriculum, institutional requirements, and degree requirements
4. Be efficient and accurate when discussing degree requirements with advisees
5. Assist students in developing decision-making skills and encourage them to accept responsibility for their choices
6. Maintain confidentiality
7. Be knowledgeable about campus resources, support services, and opportunities; referring students as needed

### **An advisee is expected to:**

1. Be respectful of their advisor
2. Schedule appointments with their advisor and be on time
3. Come prepared for appointments by becoming familiar with the UNG Undergraduate Bulletin, core curriculum, and program of study for their major
4. Check UNG email regularly and become familiar with Banner
5. Ask questions
6. Familiarize themselves with the academic calendar and be aware of important deadlines, such as advisement and withdrawal
7. Accept responsibility for their decisions

## **Appointments and Office Hours:**

Your advisor's name and contact information can be found on your Tranguid in Banner Web. Professional advisors are available for appointments throughout the day on most days in which the university is open. You can easily make an appointment anytime using the online appointment booking system located at <https://advise.me.ung.edu/>. Login with your student ID and password as you would for your e-mail. Select your campus and the appropriate advisor.

Faculty advisors are available during their office hours and by appointment. All faculty advisors have a link next to the advisor name listed on your Tranguid (in Banner) where you can go to schedule an appointment with your advisor. If your advisor does not use the online appointment booking system, you can still send an email requesting an appointment.

## **Preparing for appointments:**

Please come prepared for your advising appointments. Be aware of any holds on your account. Review your program requirements and record your progress on your plan of study before your meeting. Bring all important documents with you, including your plan of study, and be prepared with any questions and/or concerns you have about your progress.

Please be on time for your appointment. If you are unable to attend the appointment, please cancel and reschedule.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Terri Carroll at [terri.carroll@ung.edu](mailto:terri.carroll@ung.edu) or 678-717-3791.

## First Year Educational and Advising Goals:

- ☑ Make an appointment with your academic advisor early in the semester to discuss short- and long-term personal, academic and career goals and plan classes for next semester: You don't have to wait for Advising Weeks!
- ☑ Check your UNG email account *daily*.
- ☑ Connect with campus resources such as tutoring, the Writing Center, and math lab to maximize your academic success.
- ☑ Visit Career Services to explore your interests and abilities in relation to your career goals.
- ☑ Know your degree requirements, responsibilities and UNG policies.
- ☑ Understand how courses fit into your plan of study. Update your plan of study with courses completed and courses you plan to take the following semesters.
- ☑ Focus on completion of necessary first-year core curriculum courses.
- ☑ Understand and acknowledge important dates such as drop/add and course withdrawal dates.
- ☑ Take advantage of early registration periods for each semester to get the classes you need at the times you want them.
- ☑ Get to know your professors and build important relationships.
- ☑ Contact appropriate offices and/or departments directly regarding education abroad, internships and research opportunities to maximize your undergraduate experience.

## Important major specific information:

Be sure to check the HSIA webpage each semester for program updates: <https://ung.edu/college-of-health-professions/interdisciplinary-healthcare-programs/index.php>

## UNG Supplemental syllabus:

<http://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php>

## Important Dates/Deadlines:

Registration dates can be found on the Registrar's website, <https://ung.edu/registrar/registration-dates.php>. The academic calendar can be found under "Academics" on the UNG website, <https://ung.edu/academics/academic-calendars/index.php>