Academic Program Advising Syllabus
First Year Student in the Faculty of Science

Undergraduate Science Centre
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What is the Undergraduate Science Centre (USC)?
The Undergraduate Science Centre (USC) is the hub for student support in the Faculty of Science. The USC is home to three main offices: the Program Advising office, the Internship office and the Student Experience office. The Undergraduate Science Centre encourages and supports students in developing and accomplishing their academic goals.

Science Program Advising
The Program Advising team provides support for students to plan and progress successfully throughout their undergraduate science degree. Program Advisors can also connect students with resources across campus. Students are encouraged to check in with a Program Advisor regularly to ensure they are on track in their undergraduate degree and to ensure they are familiar with the options and resources available to them.

Benefits of Program Advising
1. Students will develop their decision-making skillset and academic literacy as it pertains to their program planning. They will then
2. be comfortable and confident when taking initiative to plan their program for future years.
3. Students will know what the Academic Calendar is, where to find it, and will adhere to the deadlines, the academic policies and procedures of the University of Calgary.
4. Students will know how and where to locate the resources provided by the University of Calgary to be successful in their academic, co-curricular, wellness and personal endeavors.

5. Students will develop their problem solving abilities by working with Program Advisors, learning how to trouble shoot, and generate multiple options when program planning.

6. Students will learn about:
   - Graduation and degree requirements
   - Course registration and program planning
   - Change of program into Faculty of Science programs
   - GPA and academic standing
   - Academic Review and ATP (Academic Turnaround program)
   - Graduation and verification letters
   - Internship Requirements

The Program Advising team is available to students Monday to Thursday (by in-person or by phone) booked appointment and Friday (by in-person) drop-in appointment. Students seeking program advising must meet with a Program Advisor either in-person or by phone. Students who have general advising inquiries can email science.advising@ucalgary.ca, however, only general information is provided by email, not specific program advising.

Program Advising Schedule

Booked appointments:
Monday-Wednesday 10:00am-12:00pm and 1:00pm-4:00pm, Thursday 1:00pm-4:00pm

Drop-in Advising:
Friday 10:00am-12:00pm and 1:00pm-4:00pm

Book appointments and add yourself to the drop-in queue here: https://science.ucalgary.ca/current-students/undergrad-science-centre/qless-appointments

Student Responsibilities

- ✓ Be prepared for your appointment. Bring a list of your questions, be ready to discuss courses, and address academic concerns.
- ✓ Be respectful to your advisor, the advising office, and fellow students in the office.
- ✓ Take initiative to familiarize yourself with program requirements, restrictions, and important deadlines as per the Academic Calendar before your appointment.
- ✓ Be prepared to make decisions about your semester and accept the responsibility of your decisions.
- ✓ Write down and save any important information your advisor gives you. It is your responsibility to remember and implement what you learn in your advising appointment.
- ✓ Book your appointment in advance and attend your appointment on time. If you are late to your appointment, the Program Advisor reserves the right to cancel the appointment to avoid scheduling delays. NOTE: If you cannot attend your appointment, you must cancel your appointment at least 24 hours in advance.
Advisor Responsibilities

✓ Assist students in accomplishing their academic goals by providing concise, comprehensive advising, and encouraging students to make informed decisions when planning their degree program.
✓ Be respectful of the student, their questions, and their decisions.
✓ Maintain confidentiality and a safe environment for students.
✓ Be accessible and available during office hours to answer student queries.
✓ Have a comprehensive understanding of the Faculty of Science’s processes and program requirements and be able to clarify these to students.
✓ Be efficient and provide accurate information when advising a student.
✓ Assist students with developing their decision-making skills in relation to academic program planning.
✓ Provide students with the basic tools to help them understand university structure in terms of departments, staff, and faculty.
✓ Assist students in locating other academic and wellness related resources on campus, as needed.

Student Outcomes from Advising:
By the end of first year students should:

1. Have a comprehensive understanding of their degree structure and requirements.
2. Have the foundational skills to plan future course schedules to meet their program requirements successfully.
3. Have the ability to navigate and troubleshoot when using the registration system through their Student Centre.
4. Begin to develop a network of peers, mentors, instructors, and staff that will help them progress successfully through the University of Calgary.
5. Be able to provide their UCID and use their UCalgary email consistently for all correspondence.
6. Have a basic understanding of the University of Calgary’s structure and policies.
7. Have a basic understanding of the University of Calgary’s resources, and how and where to access them.

Other USC Services

Science Internship Program
Starting in Fall 2020, the Faculty of Science will be offering a Science Internship Program to students seeking work integrated learning opportunities. Students who participate in the Science Internship program must complete 8 to 16 months of consecutive paid, work experience prior to graduation. For more information, visit our website.

Our Internship program allows students to bridge the gap between classroom learning and experiential learning through work experience and apply it to their desired career path upon graduation. Employers in our work integrated learning programs include Husky, TransCanada, CNOOC International, the Federal Government, and many more. Application and program requirements are found here.
Science Student Experience
The Faculty of Science Student Experience team offers several programs for Science students to enhance their undergraduate degree experience through various non-academic volunteering initiatives and events.

These programs include:

- **Science Mentorship Program**: The Science Mentorship Program matches first and second year science students with fellow science students in their third year and above. Students participate in activities and share their experiences together to enhance their undergrad experience. Sign up [here](#).

- **Science Ambassadors**: The Science Ambassador team is a group of undergraduate science students that work to engage current, prospective, and past students by hosting events, content creation, and providing guidance to new students.

- **Science Advisory Council**: The Student Advisory Council for Science (SACS) meets regularly with the Associate Deans to discuss topics affecting student experience and propose solutions to common undergraduate issues.

- **Science Squad**: The Science Squad is a group of students interested in volunteering in the Faculty of Science at a variety of events curated to their interests. Students are connected with volunteer opportunities that they have told us they are interested in participating in. Sign up [here](#).

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Communication Expectations

- Students MUST include their full name and UCID in their email.
- Students MUST send emails from their UCalgary email account.
- Advising will NOT occur over email. Email should be used to ask non time-sensitive general questions and requests. Students should always book in for an in-person or phone advising appointment when they require program advising.
- Plan ahead! Our response time is typically 2-3 business days, and during high advising periods (especially September, January, March) we respond to questions in order of priority. If your question has a deadline (e.g., a letter request) send it a few weeks in advance of that deadline. Do not expect a response the day after you send an email.
- If you are unable to attend an in-person advising appointment, all our advisors can hold advising appointments over the phone. We are able to call international phone numbers, however you will need to factor in any possible time difference with Mountain Standard Time (MST) when booking an appointment.
Communication Expectations Continued

- Keep your email question short and concise. Include specific details such as class name and number, the term, etc.
- Refrain from sending multiple follow-up emails or coming into our office to check on the status of an email response. Our advisors will respond in a timely manner.

OTHER IMPORTANT INFORMATION FOR STUDENTS

Academic Resources:
The Undergraduate Science Centre  https://science.ucalgary.ca/current-students/usc
Student Centre Portal  https://my.ucalgary.ca/
D2L  https://d2l.ucalgary.ca/
First Year Degree Guide  https://www.ucalgary.ca/degreeguide/
Schedule Builder  https://www.ucalgary.ca/registrar/registration/schedule-builder
Enrolment Services  https://www.ucalgary.ca/registrar/
Faculty and Staff contact list  http://contacts.ucalgary.ca/
Student Success Centre  https://www.ucalgary.ca/ssc/

Student Services Resources
Financial Aid  https://www.ucalgary.ca/registrar/finances
International Student Services  https://www.ucalgary.ca/iss/contact-us
Co-Curricular  https://www.ucalgary.ca/leadership/ccrc
Career Services  https://www.ucalgary.ca/careers/
CareerLink  https://careerlink.ucalgary.ca/home.htm
Interactive Campus Map  https://ucmapspro.ucalgary.ca/RoomFinder/
Wellness Centre  https://www.ucalgary.ca/wellness-services
Q Centre  https://www.su.ucalgary.ca/programs-services/student-services/the-q-centre/
Faith and Spirituality  https://www.ucalgary.ca/student-services/faith-spirituality
Writing Symbols Lodge  https://www.ucalgary.ca/nativecentre/
(Formerly the Native Centre)
Women’s Resource Centre  https://www.ucalgary.ca/women/
Student’s Union  https://www.su.ucalgary.ca/
Student Ombuds Office  https://live-ucalgary.ucalgary.ca/student-services/ombuds
Emergency Evacuation  https://www.ucalgary.ca/emergencyplan/building-evacuation/assembly-points
Student Accessibility Services  https://www.ucalgary.ca/access/
Learning and Student Support Resources

Students Union Tutor Registry  https://www.su.ucalgary.ca/programs-services/student-programs/tutors/
Student Success Centre  https://www.ucalgary.ca/ssc/
Library Resources  https://library.ucalgary.ca/
Library Databases  https://library.ucalgary.ca/az.php

Academic Calendar

The Academic Calendar is a tool that includes all the information a student should know about academic timelines, courses, and policies. The Academic Calendar is available at https://www.ucalgary.ca/pubs/calendar/current/index.htm.

The Calendar has information pertaining to:
• Start and end of term dates
• Fee deadlines
• Deadlines to add/drop/withdraw from classes
• Statutory holidays and reading week
• A complete listing of all programs and courses offered
• Academic regulations and program requirements
• Student and campus services

Always consult the Academic Calendar before booking your advising appointment.

FOIP

The University of Calgary is committed to the protection of the privacy of all individuals who work and/or study at the University. For information regarding the University and the Freedom of Information and Protection of Privacy Act (FOIP) view the website here: https://www.ucalgary.ca/legalservices/foip

Safewalk

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit http://www.ucalgary.ca/security/safewalk. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.

Academic Accommodation

Students who require information about Academic Accommodations should contact Student Accessibility Services for further information about how the University can provide assistance: https://www.ucalgary.ca/access/accommodations

Academic Misconduct/Plagiarism

The University of Calgary is dedicated to maintaining an environment of academic integrity. For information regarding the University's policies surrounding plagiarism, cheating, and other instances of academic misconduct, please review the calendar here: https://www.ucalgary.ca/pubs/calendar/current/k.html
For Academic Integrity resources and workshops please consult the Student Success Centre.