Office of Adult Students and Evening Services

Academic Advising Syllabus

**OASES Mission:** The Office of Adult Students and Evening Services (OASES) assists in recruiting and retaining a diverse, adult student population. OASES works collaboratively with academic units to provide the 49er Finish program, readmission services, scholarships, a mentoring program, and an adult honor society. In addition to internal relationships, OASES works closely with external organizations to promote the mission of OASES and develop scholarships for adult students.

**Advising Mission:** The advising mission of the Office of Adult Students and Evening Services (OASES) is to assist adult and nontraditional students in developing and implementing individual plans for achieving their academic and career goals. OASES advisors encourage students to develop an academic plan for timely and successful completion of a major. OASES advisors assist students to identify interests and career goals, choose a program of study, and select academic resources that support student success.

**Students We Serve:** Adult students 24 years of age and nontraditional students: Students admitted through the Adult Student Admissions Program (ASAP), 49er Finish Program students, readmitted former students, undecided majors, students transitioning between majors, and prospective students.

**OASES Advisors:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Smith</td>
<td><a href="mailto:debbiesmith@uncc.edu">debbiesmith@uncc.edu</a> Associate Director, Academic Advisor</td>
<td>Barnard 106C</td>
</tr>
<tr>
<td>Alison Mackie</td>
<td><a href="mailto:amackie1@uncc.edu">amackie1@uncc.edu</a> Academic Advisor</td>
<td>Barnard 106B</td>
</tr>
<tr>
<td>Alyson Moore</td>
<td><a href="mailto:aly.moore@uncc.edu">aly.moore@uncc.edu</a> Academic Advisor &amp; 49er Finish Coordinator</td>
<td>Barnard 106A</td>
</tr>
<tr>
<td>Megan Sims</td>
<td><a href="mailto:msims25@uncc.edu">msims25@uncc.edu</a> Academic Advisor</td>
<td>Barnard 106D</td>
</tr>
</tbody>
</table>

An OASES academic advisor is available **Monday through Thursday, 7:30 AM until 6:00 PM, and Friday, 7:30 AM until 5:00 PM when classes are in session.** Current students can make an appointment using Connect ([Connect Quick Guide](#)). Prospective students can call 704-687-5104 or email adultstudents@uncc.edu for questions and to request more information.

**Student Expectations:**

Academic advising is an important factor in the progression and timely graduation of college students.

- Schedule regular appointments each semester. Advisor's schedules fill up quickly, especially during peak registration times. Arrive on time for appointments with your advisor.
- Be proactive; seek help and advice early in the semester if you are experiencing difficulty.
- Make a list of questions you have about courses, programs of study, and your educational plans.
- Review the information for [undergraduate majors](#) of interest.
- Current students should bring any documents or worksheets from previous advising sessions and review your [DegreeWorks evaluation](#).
- Inform your advisor of any challenges you are having in your classes for referrals to helpful academic resources.
- Inform your advisor if you plan on dropping or withdrawing from a class.
- Be prepared to discuss your progress toward meeting prerequisite requirements to declare a major.
Students with Disabilities: OASES advisors and staff support students with disabilities. Please feel encouraged to communicate to your advisor if there is anything we need to know in order to support you at the university. We are prepared to connect you with resources on campus to assist you. You are not required to disclose your disability; disclosure is voluntary and will be kept confidential.

Student Veterans: OASES advisors recognize our student veteran population. If you have any current or former connection to the military, please feel encouraged to communicate special circumstances or accommodations with your advisor. We recognize that calls to active duty, questions about the GI Bill and course registration, and other unforeseen military and veteran-related situations may complicate your academic life.

Student Learning Outcomes:

Students will demonstrate they know……

- Academic and administrative policies and procedures
- Campus resources and support services to accommodate their needs and promote academic success
- Degree requirements required for intended program of study

Students will demonstrate they can…..

- Create specific realistic academic and career goals based on evaluation of personal interests, abilities, and values
- Develop an academic plan that leads to the timely completion of their degree and/or educational goals
- Utilize resources to evaluate their progress toward degree completion
- Use independent decision-making skills to accept responsibility for academic decisions

<table>
<thead>
<tr>
<th>RECOMMENDED OASES ADVISING RESOURCES</th>
<th>OASES OFFICE RESOURCES</th>
<th>OTHER CAMPUS RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ OASES checklist for newly admitted students</td>
<td>✓ Alpha Sigma Lambda Honor Society</td>
<td>✓ My UNC Charlotte</td>
</tr>
<tr>
<td>✓ OASES Calendar of events</td>
<td>✓ Scholarships</td>
<td>✓ Academic Plans of Study</td>
</tr>
<tr>
<td>✓ Newly Admitted Students</td>
<td>✓ Educational and Social programming</td>
<td>✓ Academic Calendar</td>
</tr>
<tr>
<td>✓ Current Students</td>
<td></td>
<td>✓ Niner Central</td>
</tr>
</tbody>
</table>

Expectations for Advisors:

- Knowledgeable about degree program prerequisites, general education requirements and policies and procedures.
- Provide quality advising and services to enhance students’ educational opportunities, promote academic achievement and personal growth. Encourage and guide students to develop and create an academic plan for completing a degree.
- Provide accurate and timely information about the university’s academic programs, policies, and resources.
- Work cooperatively with campus-wide academic and administrative departments to facilitate student success and enhance their educational experiences.
- Promote career exploration and planning through career testing, workshops, and individual meetings.
- Be accessible by phone, email, and by appointment. Respond to students in a timely manner.