Academic Advisors

Josh Atcher  Alyssa Burks  Justine Hines  Derek Ikoma  Ryan Puhrmann

CBE / Engineering Interest: How to find your advisor

MyUI – Student Information – Advising – Programs of Study and Advisor

eSST Professional Advisors – Josh, Alyssa, Justine, Derek, and Ryan

- Primary advisor for all College of Engineering first year students, except Chemical Engineering students.
- Ryan is on paternity leave through October 17 – Josh Atcher is assigned as an interim advisor for all of Ryan’s advisees until Ryan returns.
- Can schedule online with your assigned advisor using the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page. Students can select to meet in person or virtually over Zoom.
- Justine Hines is assigned as an additional advisor for CBE students. Still serve as a resource, but students assigned to faculty advisors must meet with their faculty advisor to be authorized for registration.

CBE Students assigned to faculty advisors.

- Faculty advisors serve as first point of contact and will authorize registration this semester. Find advisor information on MyUI – Student Information – Advising – Programs of Study and Advisor: https://myui.uiowa.edu/my-ui/student/records/registrar/programs-of-study.page.
- Faculty advisors schedule appointments in various ways – some may use the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page; others may prefer setting up appointments via email. If you are unable to reach your faculty advisor in their office or via email during the semester, please contact your departmental office for assistance; you will find their contact information on the College of Engineering’s website: http://www.engineering.uiowa.edu/departments.
- As you build a relationship with your faculty advisor, consider the following:
  - Reach out and follow-up when you need assistance
  - Read U Iowa email regularly & carefully before asking questions
  - Remember professional email etiquette
  - Have realistic expectations for response time
  - Do your own research & use resources around the College – many answers are out there online

Engineering Interest Students:

- Your advisor is likely located in the Academic Advising Center, C210 PC.
- If you have not been admitted for Spring 2023, you will meet with your advisor in the AAC to be authorized to register. You should reach out to Jane Dorman, Director of Admission and Student Life, for questions about admission and course planning as you work toward admission.
- If you have been admitted for Spring 2023, Josh Atcher will authorize your registration for Spring 2023. Reach out to Josh by email (Joshua-atcher@uiowa.edu) or by calling 319-335-5763 to schedule an appointment to be authorized.

Advising Reminders:

- Required to meet just once during a schedule appointment for registration (welcome more times, of course).
Let’s Check-in

Think back to your first assignment for this class and the steps you identified you would take to seek support. Remember who you listed you can reach out to…

Have you taken those steps? If not, why?
Who have you reached out to? Has that list changed?
What campus resources have you used and found helpful?

Week 6 of the semester… Assignments, exams, commitments begin to pile up… Important to slow down and remember where you can turn for help.

Discuss in Pairs

Group share – What resources are helpful? New people/offices on your list of support resources?

Our most successful students have and utilize their support network and seek assistance from campus resources like Engineering Tutoring, Supplemental Instruction, and Counseling.
Asking for help – Where to go?

→ Academic Advisors
  • Part of your support network – Let us know how you are doing
  • Assistance navigating resources and deadlines
    • Drop/Withdrawal Deadline – Nov. 14
  • eSST Advisor Drop-ins, M-F 11am-12pm in 3612 SC or virtually (Zoom)
    • Click here to join virtual drop-ins

→ Peer Advisors
  • Provide student perspective on classes and navigating college life
  • Drop-in hours, M-F 10am-12pm and 12:30-3:00pm, 3612 SC

Academic Advisors:
• Advisors are often viewed as only offering support for selecting classes, but we also serve as part of your support network.
• We don’t know how things are going. We don’t have regular access to grades or personal information, so we rely on what you share with us.
• If courses are not going well this semester, we can help connect you to resources and discuss options. Students can drop most semester-length courses through Monday, November 14 at 4:30pm. This also the date to withdrawal from the entire semester (drop all courses). After this date, for dropping individual courses, students must submit an appeal and provide information about extenuating circumstances to be considered by the dean of the college in which the course is offered (Math, physics, chemistry – College of Liberal Arts and Sciences; ENGR – College of Engineering); for withdrawals, students will submit the appeal to the college of enrollment (ie. Biomedical Engineering student – College of Engineering).
• All first-year students, regardless if you are assigned to an eSST advisor, are welcome to join eSST Advisor drop-ins. Click here to join virtual drop-ins: http://apps.its.uiowa.edu/swipe2/site/engineering/signin/virtual/dropinadvising

Peer Advisors: https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/peer-advisors
• One Peer Advisor for each major; seniors who can provide perspective from the student point of view.
• Check-out the Peer Advisor website for bios for each peer advisor and a schedule of their specific office hours throughout the week.
• They are also offering opportunities to schedule virtual appointments on the website.
Asking for help – Where to go?

→ **Student Success Workshops**
  - Wednesday, September 28 – 5:00 - 6:00PM - Zoom - Seeking Support ([Register here!](#))
  - Thursday, September 29 – 5:30 - 6:20 PM – 3315 SC - Resiliency ([Register here!](#))
  - Tuesday, October 4 – 2:30-1:20PM – 3612 SC - Mindfulness 101 ([Register here!](#))
  - Thursday, October 6 – 12:30 - 1:20PM – 3612 SC - Managing Distress ([Register here!](#))

→ **Mental Health Resources**
  - Mental Health at Iowa
  - University Counseling
  - Student Care and Assistance

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**Student Success Workshops** – Find additional workshops, workshop descriptions, and registration links on the website: [https://engineering.uiowa.edu/student-success-workshops](https://engineering.uiowa.edu/student-success-workshops)

**Mental Health at Iowa**: serves as a single hub to easily explore the mental health service options on the UIowa campus
  - Campus Mental Health Services, A Guidebook for Coping and Managing the Negative Impacts of COVID-19 (trauma, caring for self and others, sleep, etc.), Suicide Prevention Resources, and the Collegiate Recovery Program.
  - [https://mentalhealth.uiowa.edu/](https://mentalhealth.uiowa.edu/)

**University Counseling**: offers a variety of counseling services for currently enrolled University of Iowa students
  - Types of Services include Individual Therapy, Group Therapy (men’s and women’s groups, ADHD, eating disorders), Trans-Inclusive services, Black Student Support groups
  - [https://counseling.uiowa.edu/](https://counseling.uiowa.edu/)

**Student Care and Assistance**: provides assistance to University of Iowa students experiencing crisis and emergency situations
  - crisis/emergency – illness/hospitalization, death of family/friends, trauma
  - [https://dos.uiowa.edu/assistance/](https://dos.uiowa.edu/assistance/)
Registration Timeline – Spring 2023

**eSST Advisees**

- October 3 – December 2: Schedule meeting on MyUI with your assigned advisor for registration authorization

**CBE Faculty Advisees**

- Mid-late October: Schedule meeting with your faculty advisor for registration authorization. May need to email your advisor if times are not available on MyUI.
- October 24 – November 4: Faculty advising weeks

**Everyone**

- October 3: Courses available on MyUI / Schedule Builder Opens
- October 17: Individual registration time posted on MyUI
- November 7 – December 2: Early Registration on MyUI

Now we will transition to talking about the other piece of our role... supporting students through the registration process.

Registration:

- We know it seems early to be thinking about Spring classes, but it will be here before we know it.
- Remember you must be authorized each semester –
  - Authorization is received after your advisor reviews and approves your course selection; they will have to push a button in the system that will allow you to sign up for your courses during Early Registration.
  - Early Registration is a three-week period (Nov. 7-Dec. 2) during the semester when everyone is given a time in MyUI when they will be able to go login and register for their courses. Students are assigned a time based on the number of semester hours/credits completed, which usually means first-year students will have a date closer to the end of the three-week period. Some students will receive an earlier date due to Student Disability Services Accommodations, athletics involvement, or certain scholarships.
- Some differences in how authorization happens depending on who advises you:
  - **CBE**: watch for email from your faculty advisor
  - **CLAS**: schedule with AAC advisor as instructed
  - **Everyone else**: meet with your eSST advisor

**eSST and CLAS advisees:**

- On MyUI appointment scheduler, select your advisor from the drop-down and schedule an individual meeting.

**CBE students assigned to faculty advisors:**

- Faculty advisors schedule appointments in various ways – some may use the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page. Others may prefer setting up appointments via email. If you are unable to reach your faculty advisor in their office or via email during the semester, please contact your departmental office for assistance; you will find their contact information on the College of Engineering’s website: http://www.engineering.uiowa.edu/departments.
- As you build a relationship with your faculty advisor, consider the following:
  - Reach out and follow-up when you need assistance
  - Read U Iowa email regularly & carefully before asking questions
  - Remember professional email etiquette
  - Have realistic expectations for response time
  - Do your own research & use resources around the College – many answers are out there online
- Watch for emails from your advisor or department with additional information.
Advising Resources

1. Degree Audit
2. Sample Four-Year Plan
3. Searching for Engineering gen ed courses
4. Adding Courses to the Schedule Builder
5. Registration checklists

These are located on the College of Engineering “Preparing for your academic advising appointment” webpage.

These documents are included on the College of Engineering website: https://engineering.uiowa.edu/current-students/academic-advising/preparing-your-academic-advising-appointment.

Be sure to review each document in detail. We will briefly overview notes on each document in the next few slides.
Your Degree Audit and Sample 4-year Plan

→ Complement each other – Sample 4-year plan is general & the degree audit is personalized
→ Contain similar but different information
→ Request new degree audit and download new sample 4-year plan each semester for planning

Review the handouts for more information on finding and using your Degree Audit (https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Handout%20How%20to%20find%20and%20use%20your%20degree%20audit.pdf) and Sample 4-year Plan (https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Handout%20How%20to%20find%20and%20use%20a%20sample%20four-year%20plan.pdf)

• Same format/order, except gen eds are separated at the top of the degree audit and built into the semesters on the 4-year sample plan. Both documents provide an order of courses for a four-year plan of each major as recommended by the departments. Not every student completes the requirements in the exact order or timeframe. Reach out to your advisor to discuss possible changes based on your individual needs.

• Similar but different
  • Degree audit is personalized, shows your own courses and progress towards degree
  • 4-year sample plan has information about when courses are offered (S/F/Su) as well as the prerequisites and corequisites required to take a course.

• Check at least once a semester and talk with your advisor or a peer advisor with any questions
General Education Requirements

➡️ Equivalent of five, 3sh, non-STEM courses required
➡️ Opportunity to pursue a minor or certificate
➡️ Need help finding a Gen Ed?
   • Review the Searching for Engineering Gen Ed Courses Handout
   • Ask a Peer Advisor

General Education Requirements (https://engineering.uiowa.edu/current-students/advising-and-academic-information/general-education-component) are included on degree audit towards the top before the layout semester-by-semester and on 4-year sample plan built into the semesters.

How to choose a gen ed – relevance to major, interest, minor ➔ especially important to pick selectively if you are planning to pursue pre-health and/or business minor

The Searching for Engineering Gen Ed Courses Handout (https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Handout%20-%20Searching%20for%20Engineering%20Gen%20Courses.pdf) goes over a variety of ways to search for gen eds on MyUI and provides additional information about the Be Creative / Diversity, Equity, and Inclusion requirements.
Pre-professional designations, Minors and Certificates

→ You don’t need one!
→ Declare on your own on MyUI
  - Pre-health and Pre-law: Contact the Academic Advising Center (AAC), C210 PC or 319-353-5700
→ Request a “What If” degree audit to plan
→ Can use Gen Eds to complete

You can declare minors and certificates on MyUI: https://myui.uiowa.edu/my-ui/student/records/registrar/programs-of-study.page

Pre-health (https://advisingcenter.uiowa.edu/pre-health) and Pre-law (https://advisingcenter.uiowa.edu/pre-law): Contact the Academic Advising Center (AAC), C210 PC or 319-353-5700

“What if” degree audits can be pulled on the degree audit page. These will highlight all of the requirements for the program of study, so you can learn more about what would be expected.
Common Spring 2023 Courses

► MATH:1560 Engineering Math II
► MATH:2550 Engineering Math III
► PHYS:1611 Introductory Physics I
► CHEM:1120 Principles of Chemistry II (BME, CBE, Enviro)
► ENGR:1300 Introduction to Computing
► CS:1210 Computer Science I: Fundamentals (CSE)
► RHET:1030 or Gen Ed
► BME, CBE, and Enviro Seminars

This is a listing of the common second semester courses for all the Engineering majors. For more information about the courses and what you can expect from a student perspective, visit the Peer Advisor Drop-ins or schedule a virtual appointment with them online: https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/peer-advisors

Peer Advisor notes on common spring courses:

MATH:1560
• 2D Multivariable calculus and 3D vector geometry and algebra
• 4sh - Weekly homework (2-3 hrs/week – maybe more)
• Intro to Mathematica programming – lab assignments introduced in discussion
• More complex algebraic and calculus concepts utilized
• Use SI for this course!

MATH:2550
• Linear systems and matrix algebra
• 2sh - Weekly homework (2-3 hrs/week) – don’t fall behind in the assignments. Really important in preparing for exams.
• No discussion section
• Mostly basic linear math operations
• Weekly quizzes

PHYS:1611
• Basics of mechanics of motion and sound
• Overlaps in some content with statics
• Difficult exams - course is highly curved.
• No formal lab reports – everything done in lab period
• Expect to stay 1-2 hours to complete lab
• Long online homework assignments (4-5 hrs/week, possibly less)
• Out of class evening tests

CHEM:1120
• Fundamentals of chemical reactions and function along with intro to organic chemistry
• Leans heavily on content covered in Chem I, recommended to take consecutively
• Heavy math component to content covered
• SI is available and helpful
• Required for BME, CBE, and Enviro. Optional for Civil.
• No formal lab reports – everything done in lab period and prelab
• Expect to stay entire lab time.
• Teaches strong organizational skills – need to attend case study, lab, lecture and discussion every week
• Weekly homework (2-3 hrs/week)
• Curved along CLAS guidelines for intro class (top 15% get an A)
• Out of class evening tests (4)

ENGR:1300
• Intro to C++ and MATLAB
• Fundamentals of logic and programming
• Long homework assignments (4-5 hrs/week)
• Strictly individual work
• 2 midterms and 1 final
• Office hours get VERY busy closer to HW deadlines – highly recommend using OH

CS:1210
• Intro to python
• Fundamentals of logic and programming
• Difficult homework assignments (>5 hrs/week)
• Difficult exams
Advising Reminders

→ Rhetoric – required for everyone!
  • If you do not already have credit for Rhetoric, were unable to enroll in it at Orientation due to seat availability, or decided to take a gen ed instead, plan to take Rhetoric in the spring semester. Check your degree audit to confirm which course you need to take – RHET:1030 / RHET:1040 / RHET:1060.

→ Honors – CHEM:1120, RHET:1030, Gen Eds
  • These courses offer Honors sections in the spring semester. Use the Honors filter on Schedule Builder to help select an honors section.

For more information about Honors, visit the website: https://honors.uiowa.edu/
Advising Reminders

Math sequence

• If currently enrolled in MATH:1005 College Algebra, register for either MATH:1010 Trigonometry or MATH:1020 Elementary Functions.
• If currently enrolled in MATH:1010 Trigonometry or MATH:1020 Elementary Functions, register for MATH:1550 Engineering Math I.
• **NOTE:** for all math courses leading up to MATH:1560 Engineering Math II, you must achieve a C- or higher in order to move into the next course in the sequence.

Chemistry sequence

• If currently enrolled in CHEM:1070 General Chemistry, register for CHEM:1110 Principles of Chemistry.
**Pre- and Post- Registration Checklists**

**Pre-Appointment Checklist for Registration**
- Schedule a meeting to be authorized to register.
- Find your advisor’s information listed on MyUI/Student Information/Advising/Programs of Study & Advisors.
- Look for an email from your advisor, the College, and/or your department containing information about the best way to meet with your advisor.
- Faculty advising begins in late October / early November. This is typically when faculty will have appointments available on MyUI Appointment Scheduler. Some departments offer drop-in group advising for students assigned to a faculty advisor—watch for more information in October from the College or your department about this advising option.
- Review your degree audit and note whether it reflects accurate course credits you expected.
- Use your major’s sample four-year plan to select courses for the fall semester.

**Post-Appointment Checklist for Registration**
- After October 3, review course descriptions on MyUI.
- After October 17, check MyUI to find the date and time your registration will open. Early Registration is November 7 - December 2.
- Resolve any registration holds prior to your registration date. To check for holds, log into your MyUI, and click the Home tab. Holds and contact information will be displayed under Important Registration Information in the appropriate session boxes. You will not be able to register if you have a hold.
- Add your selected courses to the course cart in Schedule Builder and build/have preferred schedules. For assistance and FAQs, Schedule Builder. Visit the Peer Advisor drop-in hours (M-F 10am-12pm and 12:30-3:30pm) for additional assistance.
- Before enrolling on your registration date, ensure there are still open seats in the course sections in your preferred schedule. If not, build new schedules before attempting to enroll.

Review the Pre-Appointment Checklist ([https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Pre-Appointment%20Checklist%20for%20Registration%20-%20Fall%202022.pdf](https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Pre-Appointment%20Checklist%20for%20Registration%20-%20Fall%202022.pdf)) prior to your scheduled advising appointment to ensure you are fully prepared to meet with your advisor.

The Post-Appointment Checklist ([https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Post-Appointment%20Checklist%20for%20Registration%20-%20Fall%202022.pdf](https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2022-08/Post-Appointment%20Checklist%20for%20Registration%20-%20Fall%202022.pdf)) will cover important information to consider as you prepare to register for your next semester courses.
Consider the following…

What have you learned about yourself as a student this semester?

How will those things you’ve learned this semester influence your planning for Spring 2023?

Do you plan to take any summer courses?

As you prepare for your registration appointment, you will be asked to write down your planned courses and any questions you have for your advisor. It is important to reflect on your experience this fall to identify your preferences and possible changes you would like to make in the spring semester.

Question 1 items to consider – study habits, scheduling, time commitments/time management

Question 2 items to consider – affects on schedule preferences (early, late, spread out, close together), number of classes/semester hours

Question 3 - Summer is an option to spread things out – Talk to advisor. Find more information about summer coursework on the website: https://engineering.uiowa.edu/current-students/advising-and-academic-information/taking-summer-courses
Looking Ahead…

- All College of Engineering first-year students will be assigned to a faculty advisor in their department before spring semester.
  - Undeclared students remain with their eSST advisor until they declare.

- When choosing courses for Fall 2023 – students will be required to meet with their faculty advisor to be authorized to register.

- eSST Advisors will remain as an additional advisor for support throughout the spring 2023 semester.

First-year students who have declared their major will be assigned to a faculty advisor during winter break. Students will receive an email to notify them that a new advisor has been assigned and may also receive an additional email from the department administrator to welcome them to the department and provide additional information about the newly assigned faculty advisor.

Students who are undeclared will remain assigned to their eSST advisor until they declare their major. As students enter their 3rd semester in the College, it is helpful to declare your major as the third semester in the curriculum begins to vary from major to major based on the fundamental courses that are most important for moving forward with major specific coursework.

eSST Advisors will remain assigned as an additional advisor as students transition to their faculty advisors. eSST advisors will not authorize registration, but will be able to provide support navigating deadlines, planning, and navigating personal obstacles that arise throughout the semester.
Registration Timeline – Spring 2023

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Next Steps and More Information

→ Visit the College of Engineering Academic Advising webpage to review academic advising information

→ Meet with a Peer Advisor during drop-ins
  • M-F 10am-12pm and 12:30-3:00pm, 3612 SC

→ Visit eSST Advisor drop-in hours
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QUESTIONS?

Academic Advising webpage: https://engineering.uiowa.edu/current-students/academic-advising

Peer Advisor webpage: https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/peer-advisors

Virtual Drop-ins: http://apps.its.uiowa.edu/swipe2/site/engineering/signin/virtual/dropinadvising
Thank You! Go Hawks!