

UNDERGRADUATE GUIDE

ADVISING

WHAT IS ADVISING?

At UW–Madison advising is a partnership between students and the network of advisors they build during their time here. Advising is one of the most essential resources available to students and can play a pivotal role in the college experience and beyond. Advisors can help students get the most out of their Wisconsin Experience by helping them make well-informed decisions, sharing strategies for success, supporting them as they encounter challenges, connecting them to resources, and providing information about campus policies and procedures.

There are many reasons to see an advisor and advising is not limited to certain subjects or specific months of the year. Here are some of the many topics that advisors can help students with:

- Setting academic, career, and life goals
- Connecting a major to a career
- Creating a graduation timeline plan
- Selecting courses and fulfilling degree requirements
- Connecting with tutors
- Getting involved with campus organizations
- Practicing for job interviews
- Choosing a study abroad program
- Finding an internship
- Researching volunteer opportunities
- Understanding university policies and deadlines
- Talking about graduate school
- Proofreading resumes and cover letters

To find contact information for advisors, including the assigned advisor, see this link (<https://advising.wisc.edu/find-an-advisor/>).

SCHOOL AND COLLEGE ACADEMIC ADVISING OFFICES

UW–Madison has eight undergraduate schools and colleges. All undergraduates are assigned to an advisor in their area of academic interest, or to a Cross-College Advising Service advisor who specializes in working with students who are deciding on an academic major.

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES (CALS)

Academic Affairs Office
cals.wisc.edu/academics/undergraduate-students/advising (<https://cals.wisc.edu/academics/undergraduate-students/advising/>)

COLLEGE OF ENGINEERING (EGR)

Engineering Academic Advising
<https://engineering.wisc.edu/student-services/undergraduate-student-advising/>

COLLEGE OF LETTERS & SCIENCE (L&S)

Academic Advising Services
advising.ls.wisc.edu (<http://advising.ls.wisc.edu>)

COLLEGE OF LETTERS & SCIENCE, CENTER FOR ACADEMIC EXCELLENCE (CAE)

cae.ls.wisc.edu (<http://cae.ls.wisc.edu>)

COLLEGE OF LETTERS & SCIENCE HONORS PROGRAM

honors.ls.wisc.edu (<http://honors.ls.wisc.edu>)
 For honors programs outside of L&S, contact the school/college advising office.

SCHOOL OF EDUCATION (EDU)

School of Education Student Services
[education.wisc.edu/soe/academics/undergraduate-students/academic-advising](https://education.wisc.edu/academics/undergraduate-students/academic-advising) (<https://education.wisc.edu/academics/undergrad-majors/academic-advising/>)

SCHOOL OF HUMAN ECOLOGY (SOHE)

Advising and Career Center
sohe.wisc.edu/students/advising/ (<https://sohe.wisc.edu/students/advising/>)

SCHOOL OF NURSING (NUR)

Academic Programs Office
<https://students.nursing.wisc.edu/undergraduate-menu/undergraduate-advising/>

SCHOOL OF PHARMACY (PHRM)

Student & Academic Affairs Office
<https://students.pharmacy.wisc.edu/student-academic-affairs/sop-advising/>

SCHOOL OF BUSINESS (BUS)

Undergraduate Academic Advising
<https://bus.wisc.edu/current-student-resources/bba/academic-support-resources/academic-advising> (<https://bus.wisc.edu/current-student-resources/bba/academic-support-resources/academic-advising/>)

CROSS-COLLEGE ADVISING SERVICE (CCAS)

The Cross-College Advising Service (CCAS) (<https://ccas.wisc.edu/>) is a campus-wide advising office for undergraduate students who are in the process of deciding on a major and want to explore the many academic opportunities on campus. CCAS also assists students who are considering changing majors or who have not been admitted to limited-enrollment programs and are evaluating other options. CCAS advisors are knowledgeable about all the programs and majors offered by the eight undergraduate schools and colleges on campus. Each year at SOAR (Student Orientation, Advising, and Registration) (<http://soar.wisc.edu/>), nearly 2000 students in the entering class self-identify as "undecided/exploring" and are assigned to CCAS advisors.

In addition to the main CCAS office in Ingraham Hall, CCAS has residence hall advising offices in Chadbourne Residential College, Witte Hall, Sellery Hall, Ogg Hall, and Dejope Hall. The Dejope office is available to all students in Lakeshore-area residence halls.

CAREER PLANNING

Career advisors and career planning opportunities at UW-Madison are available to help students answer the question, "Who am I? Who do I want to become? Where am I going and how do I get there?" Career planning can be a multi-year process that includes self-assessment and reflection, exploring academic and career options, gaining experience in areas of interest, and ultimately conducting a job or graduate school search.

Each school or college within UW-Madison has a dedicated career services office and students are encouraged to work with a career advisor during their time at the University. Students who are exploring a variety of major and career paths can work with the Career Exploration Center. Links to each of the campus career services offices are available below and online at www.careers.wisc.edu (<https://www.careers.wisc.edu>).

Students can work with career services staff to engage in a wide variety of career planning activities, including: individual or group advising, educational workshops, job shadowing, informational interviewing, mock interviews, internships, career fairs, and more.

HANDSHAKE

Students can find jobs and internships, and connect to campus career centers and events through their free UW-Madison Handshake account. Handshake is available through the MyUW dashboard, and students can activate their free Handshake account now by visiting <https://wisc.joinhandshake.com/>.

CAREER ADVISING

Students can meet with individual career advisors throughout their undergraduate experience as they explore and navigate their career plans. Career advisors can help students with a variety of areas, including:

- Career exploration and assessment
- Build skills and relevant experiences
- Internship and job search strategies
- How to network
- Connecting with alumni and employers
- Interview preparation and practice
- Job offers and negotiation
- Résumé/cover letter reviews

CAREER EXPLORATION CENTER (CEC)

The Career Exploration Center (CEC) (<https://cec.ccas.wisc.edu/>) supports undergraduate students who are undecided about their career and/or academic goals. They assist students in gathering information, personal insight, and experiences that help them explore their options and provide direction in planning the next steps in their career journey.

CAMPUSWIDE

Career Exploration Center

cec.ccas.wisc.edu (<https://cec.ccas.wisc.edu>)

SCHOOL AND COLLEGE

College of Agricultural and Life Sciences (CALS)

Career Services: cals.wisc.edu/academics/undergraduate-students/career-services (<https://cals.wisc.edu/academics/undergraduate-students/career-services/>)

College of Engineering (EGR)

Engineering Career Services: ecs.wisc.edu (<https://ecs.wisc.edu>)

College of Letters & Science (L&S)

SuccessWorks at the College of Letters & Science: successworks.wisc.edu (<http://guide.wisc.edu/undergraduate/successworks.wisc.edu>)

School of Education (EDU)

Career Center: careercenter.education.wisc.edu (<https://careercenter.education.wisc.edu>)

School of Human Ecology (SOHE)

Advising & Career Center: sohe.wisc.edu/students/career-development/ (<https://sohe.wisc.edu/students/career-development/>)

School of Nursing (NUR)

Career Services: students.nursing.wisc.edu/career-advising/career (<https://students.nursing.wisc.edu/career-advising/career/>)

School of Pharmacy (PHRM)

<https://guide.wisc.edu/undergraduate/pharmacy/pharmacy/pharmacology-toxicology-bs/index.html#advisingandcareerstext> (<https://guide.wisc.edu/undergraduate/pharmacy/pharmacy/pharmacology-toxicology-bs/#advisingandcareerstext>)

School of Business (BUS)

Undergraduate Program Office: <https://business.wisc.edu/undergraduate/careers/>

PRE-PROFESSIONAL STUDY

At UW-Madison, students interested in pursuing graduate-level health professions and law school have access to specialized Pre-Professional Advising resources. Pre-Professional Advising is made up of two co-located and highly collaborative career advising units: The Center for Pre-Health Advising and the Center for Pre-Law Advising. The units share a joint mission of helping to increase access, equity, and diversity within the fields of health and law.

CENTER FOR PRE-HEALTH ADVISING

prehealth.wisc.edu (<https://prehealth.wisc.edu>)

Pre-Health—e.g., Pre-Med/DO, Pre-PA, Pre-OT, Pre-Vet MD—is not an undergraduate major, it is an intention. All new students should plan to enroll in our free, online, and self-paced Canvas Courses: Pre-Health 101 (https://docs.google.com/forms/d/e/1FAIpQLSdyOgwuvVZ4kpglKln-1GcHxr2vxtKjlyN_aqg9yfQsFLzV6g/viewform/). Students should major in areas of true interest, meet regularly with their academic advisor(s), and proactively utilize the resources offered by the Center for Pre-Health Advising (CPHA) if they are considering further schooling and careers in the following areas: medicine, dentistry, occupational therapy, physical therapy, physician assistant, public health, chiropractic, optometry, veterinary medicine, or other graduate-level health programs. Students interested in PharmD are strongly encouraged to access advising through the UW School of Pharmacy, due to the many unique aspects of pursuing this degree.

CENTER FOR PRE-LAW ADVISING

prelaw.wisc.edu (<https://prelaw.wisc.edu>)

Pre-law is not an undergraduate major, it is an intention. Students should major in areas of true interest, meet regularly with their academic advisor(s), and proactively utilize the resources offered by the Center for

Pre-Law Advising (CPLA) for support in considering, preparing for, and applying to law school.

ADVISING OFFICES AND PROGRAMS

ADULT CAREER AND SPECIAL STUDENT SERVICES

acsss.wisc.edu (<http://acsss.wisc.edu>)

CENTER FOR EDUCATIONAL OPPORTUNITY (CEO)

ceo.wisc.edu (<http://ceo.wisc.edu>)

MERCILE J. LEE SCHOLARS PROGRAM

<https://mjls.wisc.edu>

INTERNATIONAL STUDENT SERVICES

iss.wisc.edu (<http://iss.wisc.edu>)

NATIVE AMERICAN CENTER FOR HEALTH PROFESSIONS

med.wisc.edu/education/native-american-center-for-health-professions/ (<http://med.wisc.edu/education/native-american-center-for-health-professions/>)

OFFICE OF ACADEMIC SERVICES, ATHLETICS

uwbadgers.com/sports/2015/8/21/GEN_201401011.aspx (https://uwbadgers.com/sports/2015/8/21/GEN_201401011.aspx)

OFFICE OF MULTICULTURAL ARTS INITIATIVES

omai.wisc.edu (<http://omai.wisc.edu>)

PEOPLE PROGRAM

peopleprogram.wisc.edu (<http://peopleprogram.wisc.edu>)

TRANSFER TRANSITION PROGRAM

transfer.wisc.edu/ (<http://transfer.wisc.edu/>)

UNDERGRADUATE ACADEMIC AWARDS OFFICE

awards.advising.wisc.edu/ (<http://awards.advising.wisc.edu/>)

STUDY ABROAD ADVISING SCHOOL/COLLEGE STUDY ABROAD

Several schools and colleges have their own study abroad advising locations and offer information about study abroad programs that are directly related to certain areas of study.

- College of Agricultural and Life Sciences
- College of Engineering
- University of Wisconsin Law School
- School of Business

INTERNATIONAL ACADEMIC PROGRAMS (IAP)

studyabroad.wisc.edu (<http://studyabroad.wisc.edu>)

International Academic Programs (IAP) offers more than 200 programs on six continents for students of all majors. Courses through IAP programs can count toward degree requirements, allowing students to stay on track for graduation. Scholarships, grants, and financial aid are available.

INTERNATIONAL INTERNSHIPS

internships.international.wisc.edu (<http://internships.international.wisc.edu>)

The International Internship Program (IIP) works with students of all majors looking to gain experience and explore careers through international internships. Students can intern with organizations around the world. Advising, academic credits, and scholarships are available.

NON-APPROVED STUDY ABROAD

Students considering participating in a study abroad program sponsored by a university other than UW–Madison should review this page: <https://studyabroad.wisc.edu/nonapproved/> for more information.

GRADUATING IN FOUR YEARS OR FEWER

UW–Madison encourages, supports, and expects students to work with academic advisors to create, maintain, and plan a graduation timeline. Students should consult with their assigned academic advisor(s) before each enrollment period, and more as needed. Additionally, each major in the Guide includes a four-year plan to help students map out a path to graduation, with help from advisor(s).

To ensure a timely graduation, students should discuss the following topics with their advisor:

- Exploring interests while making progress on degree requirements
- Setting and achieving academic and career goals
- Academic challenges and connecting to resources that support academic success
- Procedures and requirements for declaring a major
- Using the Degree Audit Reporting System (DARS) (<https://registrar.wisc.edu/dars/>) to check progress toward the degree
- Any changes to a declared major, as well as alternative plans if applying to a competitive limited-enrollment program
- A strategic course schedule to stay on track for graduation

DEGREE AUDIT REPORTING SYSTEM (DARS)

A Degree Audit Reporting System (DARS) (<https://registrar.wisc.edu/dars/>) report is an automated summary of a student's degree progress. All schools and colleges at UW–Madison use DARS to audit the progress of most undergraduate degree programs and certificates.

DARS reports indicate which requirements are completed, which are complete with in-progress and planned courses, and which remain unsatisfied. The report may specify courses that meet unsatisfied requirements. For most undergraduate programs, DARS is the tool used to determine completion of the program and/or eligibility to graduate.

Students can request and review their DARS in the Student Center via MyUW, or through the Course Search & Enroll app, and should contact their assigned advisor(s) for help reading and interpreting their DARS report.