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 (http://cals.wisc.edu/academics/undergraduate-students/advising/)

COLLEGE OF ENGINEERING (EGR)

Engineering Academic Advising
engr.wisc.edu/academics/student-services/academic-advising/ (http://www.engr.wisc.edu/academics/student-services/academic-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/undergrad-majors/academic-advising/)

SCHOOL OF HUMAN ECOLOGY (SOHE)

Student Academic Affairs and Career Development
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/career-development/

WISCONSIN SCHOOL OF BUSINESS (BUS)

BBA Advising Center
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, Ogg Hall, and Dejope Hall. The Dejope office is available to all students in Lakeshore-area residence halls.
CAREER PLANNING

HANDSHAKE

Students can find jobs and internships, and connect to campus career centers and events through their free UW–Madison Handshake account. The Handshake app is available on the MyUW dashboard—add the Handshake app by visiting my.wisc.edu (https://my.wisc.edu/).

All students are encouraged to work with a career advisor. Each individual school or college offers career services, and the Career Exploration Center (CEC) works with students exploring different majors and careers. Links to each of the campus career services offices are available online at careers.wisc.edu (https://careers.wisc.edu).

Career planning is a multi-year process that includes self-assessment and reflection, exploring academic and career options, gaining experience in areas of interest, and ultimately organizing and conducting a job or graduate school search.

Students work with professional career advisors to engage in a wide variety of career planning activities to prepare for life after earning a degree from UW–Madison: educational workshops, job shadowing, informational interviewing, mock interviews, internships, career fairs and more. Active engagement in these activities assists students in achieving career readiness, which is “the attainment and demonstration of competencies that prepare college graduates for a successful transition into the workplace.” (National Association of Colleges and Employers).

CAREER ADVISING

CAREER EXPLORATION CENTER (CEC)

The Career Exploration Center (CEC) (https://ccas.wisc.edu/careerexplorationcenter/) supports undecided and exploring students to make decisions about their futures based on their interests, values, and skills through individual advising appointments, workshops, events, a career library, and campus & community outreach.

CAMPUSWIDE

Career Exploration Center
cccas.wisc.edu (https://cccas.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: careers.ls.wisc.edu (https://careers.ls.wisc.edu)

School of Education (EDU)
Career Center: careercenter.education.wisc.edu (https://careercenter.education.wisc.edu)

School of Human Ecology (SOHE)
Student Academic Affairs & Career Development Office: 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)
Student & Academic Affairs Office: students.pharmacy.wisc.edu/student-academic-affairs/ (http://guide.wisc.edu/undergraduate/students.pharmacy.wisc.edu/student-academic-affairs/)

Wisconsin School of Business (BUS)
buss.wisc.edu/current-student-resources/bba/careers-internships/career-advising (https://bus.wisc.edu/current-student-resources/bba/careers-internships/career-advising/)

PRE-PROFESSIONAL STUDY

At UW-Madison, students interested in pursuing graduate-level health professions and law 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, Pre-PA, Pre-OT, Pre-Vet MD—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-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
cspks.wisc.edu (http://cspks.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/

OFFICE OF ACADEMIC SERVICES, ATHLETICS
uwbadgers.com/sports/2015/8/21/GEN_201401011.aspx

OFFICE OF MULTICULTURAL ARTS INITIATIVES
omai.wisc.edu

PEOPLE PROGRAM
peopleprogram.wisc.edu

TRANSFER TRANSITION PROGRAM
transfer.wisc.edu/

UNDERGRADUATE ACADEMIC AWARDS OFFICE
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
- Wisconsin School of Business

INTERNATIONAL ACADEMIC PROGRAMS (IAP)
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

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-student/) 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_student.htm) 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.