Academic Advising for Music Students

Advisor: Amanda R. Hughes  
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Office Hours: By appointment, or drop-in between 8:30 AM – 4:30 PM (if available)

Letter to Advisees

Dear student,

Welcome to the University of North Carolina at Greensboro!

At UNCG, we serve students of diverse backgrounds, preparations, and aspirations by providing you with an education that is both broad in scope and rigorous in standards. Our mission is to give you the foundational knowledge and tools for success, and to instill in you the value of informed and engaged citizenship, scholarly inquiry, creativity, and service to your community. Whether you choose to continue your education or enter a profession immediately upon graduation, academic advising is one of the most important tools to help you achieve this goal!

My role as your academic advisor is to assist you in making informed educational decisions and plans that are consistent with your personal and professional aspirations. Academic advising can also help you graduate in a timely fashion by guiding you in choosing the right course sequence for your chosen degree program. The goal is for you to achieve academic and musical success!

Academic advising is most effective when done early and often, since it allows for the development of collaborative advising relationships. Therefore, you are strongly encouraged to contact me to schedule an appointment early in the semester. Should you have any questions, issues, or concerns at any point during the semester, please feel free to contact me or drop-in to see me. Remember – I am here to help you.

Again, welcome to UNCG! I look forward to working with you.

Sincerely,

Amanda R. Hughes  
Director of Undergraduate Advising
Definition of Academic Advising

Focused in the teaching and learning of higher education, academic advising is an intentional educational process between a student and an advisor which facilitates the developmental process of identifying students’ personal, academic, and career goals. Fundamental goals of academic advisors are: (1) to teach the meaning of higher education and how the student can become a member of their higher education community, (2) to teach how to critically think about the purpose of the curriculum and the roles and responsibilities of a student, and (3) to further the intellectual and personal development of students toward success in academics and a lifetime of learning (NACADA, 2006).

At UNCG, academic advising is not simply a service you use to schedule classes. In fact, if that is all you use it for, you will be depriving yourself of many opportunities throughout your educational career. An academic advisor should be your first point of contact for most of your concerns and questions throughout college. This can be questions pertaining to a choice of major, academic assistance, or even opportunities for campus research and internships. I will also monitor your progress towards degree completion and can help answer questions you may have about your education. In short, you should become familiar with your advisor and know how to quickly get in contact with me.

Expectations and Responsibilities

Academic advising is a collaborative effort between students and their advisor working toward goal attainment. These goals include meeting institutional learning outcomes, promoting your academic success, and outlining the steps for achievement of your personal, academic, and career goals. This partnership requires participation and involvement on the part of both the advisor and the advisee, and is developed throughout your complete educational experience at UNCG. Both the advisor (me) and the advisee (you) have clear responsibilities in making sure all goals are met.

Advisor Responsibilities

- Provide an open, accepting, respectful, and safe environment in which your thoughts, concerns, choices, needs, and personal attributes are valued
- Encourage and assist you as you gain the information and skills necessary to develop educational plans, including course and major selection
- Assist you in understanding the language, policies, purposes and goals of higher education and how it can help shape your personal, academic, and career goals
- Encourage you as you define and develop realistic goals
- Monitor your progress, and provide resources and interventions toward meeting your goals
Utilize advising and registration tools, including Degree Audit Check Sheets and CAPP Progress Reports, to track your academic progress
Understand and effectively communicate curriculum information, graduation requirements, and college policies and procedures to you in a timely manner
Provide you with information and referrals regarding educational opportunities, resources, and services that are available, both on- and off-campus
Be accessible for meeting with you via flexible office hours, telephone, e-mail, and other electronic means (if available)
Assist you in gaining decision-making skills, and encouraging responsibility for your own educational plans and achievements
Always ensure and maintain confidentiality

Advisee Responsibilities

Have regular contact with your advisor during the course of each semester
Schedule at least one advising appointment each semester (required!)
Attend all scheduled advising meetings, or reschedule your appointment in advance
Come prepared to each appointment with questions/concerns you may have or topics you want to explore; be respectful of your advisor’s time
Be an active learner by participating fully in the advising experience, openly discuss your college experience, and increase self-direction as you progress through your education
Clarify personal values and aspirations, and provide your advisor with accurate information regarding your ambitions, interests, skills, and personal preferences
Develop specific and realistic short- and long-term goals related to your personal, academic, and career aspirations, and keep a record of your progress toward meeting these goals
Track your own academic progress utilizing advising and registration tools, such as the Degree Audit Check Sheets and CAPP Progress Reports
Ask questions when you do not understand a policy, procedure, or task
Check your UNCG e-mail frequently for important information and deadlines
Stay organized so you can locate materials as they are needed
Be open to considering recommendations from your advisor and other mentors
Gather all information relevant in your decision-making and carefully consider its importance to you
Become knowledgeable about college programs, policies, procedures, and resources
Accept responsibility for decisions and actions
Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA)
Student Learning Outcomes

From the advising experience, students will:

- Demonstrate knowledge of how to access information about UNCG requirements, policies and procedures, either online or in written form
- Learn to utilize the Undergraduate Bulletin, Degree Audit Check Sheets, and CAPP Progress Reports to identify requirements for your degree
- Learn to utilize campus resources, such as the library, computer lab, book store, work-based learning, reading, writing and math labs, and career services
- Develop realistic educational goals and plans of study with the aid of your academic advisor
- Make use of referrals to campus resources, such as assistance with study, financial aid, counseling and health care services when the situation arises
- Explore interests, abilities, and values, and use them to define long- and short-term goals
- Examine and identify areas of study and career fields that are consistent with interests, ability, and values
- Establish rapport with institutional faculty and staff by introducing yourself and engaging in conversation with at least one professor per semester
- Participate in/become involved with at least one student organization and/or co-curricular activity
- Schedule and attend regular meetings with your academic advisor
- Prepare a list of questions and/or concerns to address during each visit to your academic advisor
- Utilize weekly and monthly calendars to manage time and responsibilities
- Become informed about program requirements and keep track of your progress toward their completion

Possible Assessment Tools:

- ACT student surveys: Adult Learners Survey, Entering Student, College Student Needs Assessment, and Student Opinions surveys
- Journal keeping
- Electronic portfolios
- Interest/Ability assessments
- Advisor assigned essays, reflections, and quizzes
- Grading Rubric to reflect student progress toward advising outcomes
How to sign-up for an advising appointment:

At a minimum, students are required to meet with their advisor at least once each semester before registering for classes. This required appointment will typically occur toward the middle of each semester (mid-October through mid-November in the Fall, and mid-March through mid-April in the Spring). To make this appointment, you will utilize Starfish. Starfish is a program that is housed in Blackboard.

To access Starfish, log-in to Blackboard using your UNCG username and password. Click on the Starfish tab, scroll down to “My Success Network,” and find my name (Amanda Hughes). Then click on “View Calendar,” which can be found below my name. Available appointments will be highlighted. To make an appointment, click on the available appointment time and fill in the required information.

If you would like to make an appointment with me at any other time in the semester, please contact me at (336) 334-3638 or arhughes@uncg.edu. If you have an immediate need, please drop-in to the Main Office (Suite 220) of the Music Building to see if I am available.

When scheduling an appointment to meet with me, please keep in mind:

- Please remember to bring your completed Course Selection Form with you
- Schedule appointments with your advisor 1-2 weeks in advance so that you and your advisor can be best prepared
- It is your responsibility to remember the date and time of their appointment
- If you cannot attend a scheduled appointment, log into Starfish (through Blackboard) to cancel and reschedule your appointment

How to prepare for an advising appointment:

Students must come prepared to their advising meetings in order to get the most out of the visit. There are a few key things you should bring along with you and prepare in advance in order to make the appointment a success.

- Your UNCG Student ID number
- Phone number and e-mail address where you can be reached
- Photo ID
- Current or desired major
- Tentative class schedule, using the UNCG Course Selection Form
- List of written questions, concerns, or goals you may have
- Notebook and something to write with so that you can take notes or make “to do” lists
- Any previously assigned advising task assignments, completed and ready to discuss
Caveats

Students with Different Abilities:

- UNCG seeks to comply with the Americans with Disabilities Act (ADA). Please notify your advisor if you have a disability or other special need. Students requesting accommodations based on a disability must register with the Office of Disability Services located at 215 Elliot University Center, (336) 334-5440 or http://ods.dept.uncg.edu/.

Academic Integrity Policy:

- Academic integrity is founded upon and encompasses the following five values: **honesty, trust, fairness, respect, and responsibility**. Upon enrollment, all UNCG students are expected to uphold and promote these values through abiding by the Academic Integrity Policy. The UNCG Academic Integrity Policy can be found in your Student Calendar Handbook or online at http://academicintegrity.uncg.edu/.
## Student Resources & Important Links

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<td>Adult Student Resources:</td>
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<td><a href="http://web.uncg.edu/oas/">http://web.uncg.edu/oas/</a></td>
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<td>Athletics:</td>
<td>(336) 334-5952</td>
<td><a href="http://www.uncgspartans.com/">http://www.uncgspartans.com/</a></td>
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<td>Blackboard (Starfish):</td>
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<td><a href="https://blackboard.uncg.edu">https://blackboard.uncg.edu</a></td>
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<td>Bookstore:</td>
<td>(336) 334-5563</td>
<td><a href="http://campusenterprises.uncg.edu/bookstore/">http://campusenterprises.uncg.edu/bookstore/</a></td>
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<tr>
<td>Campus Activities and Programs:</td>
<td>(336) 334-5800</td>
<td><a href="http://www.uncg.edu/cap/">http://www.uncg.edu/cap/</a></td>
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<td>Campus Ministries:</td>
<td>(336) 334-4266</td>
<td><a href="http://www.uncg.edu/min/">http://www.uncg.edu/min/</a></td>
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<td>Career Services Center:</td>
<td>(336) 334-5454</td>
<td><a href="http://csc.dept.uncg.edu">http://csc.dept.uncg.edu</a></td>
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<td>Cashiers and Students Accounts Office:</td>
<td>(336) 334-5831</td>
<td><a href="http://fsv.uncg.edu/cashiers/">http://fsv.uncg.edu/cashiers/</a></td>
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<td>Counseling and Testing Center:</td>
<td>(336) 334-5340</td>
<td><a href="http://www.uncg.edu/shs/ctc/">http://www.uncg.edu/shs/ctc/</a></td>
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<td>Dean of Students Office:</td>
<td>(336) 334-5514</td>
<td><a href="http://deanofstudents.uncg.edu/">http://deanofstudents.uncg.edu/</a></td>
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<td>Dining Services:</td>
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<td><a href="http://campusenterprises.uncg.edu/dining/">http://campusenterprises.uncg.edu/dining/</a></td>
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<td>Disability Services (Office of):</td>
<td>(336) 334-5440</td>
<td><a href="http://ods.dept.uncg.edu">http://ods.dept.uncg.edu</a></td>
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<td>Division of Continual Learning (DCL):</td>
<td>(336) 315-7044</td>
<td><a href="http://web.uncg.edu/dcl/web/">http://web.uncg.edu/dcl/web/</a></td>
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<tr>
<td>Financial Aid (Office of):</td>
<td>(336) 334-5702</td>
<td><a href="http://fia.uncg.edu/">http://fia.uncg.edu/</a></td>
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<td>Housing and Residence Life (HRL):</td>
<td>(336) 334-5636</td>
<td><a href="http://hrl.uncg.edu/">http://hrl.uncg.edu/</a></td>
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<tr>
<td>Information Technology Services (ITS):</td>
<td>(336) 256-TECH</td>
<td><a href="http://its.uncg.edu/">http://its.uncg.edu/</a></td>
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<td>International Honors:</td>
<td>(336) 334-5538</td>
<td><a href="http://honorscollege.uncg.edu/">http://honorscollege.uncg.edu/</a></td>
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<td>International Programs Center:</td>
<td>(336) 334-5404</td>
<td><a href="http://www.uncg.edu/ip/">http://www.uncg.edu/ip/</a></td>
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<td>iSpartan (E-mail):</td>
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<td><a href="http://ispartan.uncg.edu/home">http://ispartan.uncg.edu/home</a></td>
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<td>Leadership and Service Learning:</td>
<td>(336) 256-0538</td>
<td><a href="http://osls.uncg.edu/">http://osls.uncg.edu/</a></td>
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<tr>
<td>Library (University):</td>
<td>(336) 334-5304</td>
<td><a href="http://library.uncg.edu/">http://library.uncg.edu/</a></td>
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<td>Multicultural Affairs (Office of):</td>
<td>(336) 334-5090</td>
<td><a href="http://msaf.dept.uncg.edu/">http://msaf.dept.uncg.edu/</a></td>
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<td>Music Library:</td>
<td>(336) 334-5610</td>
<td><a href="http://library.uncg.edu/info/depts/music/">http://library.uncg.edu/info/depts/music/</a></td>
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<td>Parking Operations / Evening Shuttle:</td>
<td>(336) 334-5681</td>
<td><a href="http://parking.uncg.edu/">http://parking.uncg.edu/</a></td>
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<td>Psychology Clinic:</td>
<td>(336) 334-5662</td>
<td><a href="http://psychology.uncg.edu/">http://psychology.uncg.edu/</a></td>
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<td>Recreation Center:</td>
<td>(336) 334-5924</td>
<td><a href="http://campusrec.uncg.edu/">http://campusrec.uncg.edu/</a></td>
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<td>Registrar’s Office:</td>
<td>(336) 334-5946</td>
<td><a href="http://www.uncg.edu/reg/">http://www.uncg.edu/reg/</a></td>
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<td>School of Music, Theatre and Dance (SMTD):</td>
<td>(336) 334-5789</td>
<td><a href="http://performingarts.uncg.edu/">http://performingarts.uncg.edu/</a></td>
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<td>Speaking Center:</td>
<td>(336) 256-1346</td>
<td><a href="http://speakingcenter.uncg.edu/">http://speakingcenter.uncg.edu/</a></td>
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<td>Student Employment Office (ESO):</td>
<td>(336) 256-0403</td>
<td><a href="http://csc.dept.uncg.edu/students/studentemployment/">http://csc.dept.uncg.edu/students/studentemployment/</a></td>
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<td>Student Health Services:</td>
<td>(336) 334-5340</td>
<td><a href="http://www.uncg.edu/shs/">http://www.uncg.edu/shs/</a></td>
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<td>Student Success Center:</td>
<td>(336) 334-3878</td>
<td><a href="http://success.uncg.edu/">http://success.uncg.edu/</a></td>
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<td>Wellness Center:</td>
<td>(336) 334-5340</td>
<td><a href="http://www.uncg.edu/shs/wellness/">http://www.uncg.edu/shs/wellness/</a></td>
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<td>Writing Center:</td>
<td>(336) 334-3125</td>
<td><a href="http://www.uncg.edu/eng/writingcenter/">http://www.uncg.edu/eng/writingcenter/</a></td>
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<td>UNCG Homepage:</td>
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<td><a href="http://www.uncg.edu">http://www.uncg.edu</a></td>
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<td>UNCGenie (Registration):</td>
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<td><a href="https://banweb.uncg.edu/prod/twbkwbis.P_WWWLogin">https://banweb.uncg.edu/prod/twbkwbis.P_WWWLogin</a></td>
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<td>University Police:</td>
<td>(336) 334-4444 (Emergency)</td>
<td><a href="http://police.uncg.edu">http://police.uncg.edu</a></td>
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<td></td>
<td>(336) 334-5963 (Non-Emergency)</td>
<td><a href="http://police.uncg.edu">http://police.uncg.edu</a></td>
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P.O. Box 26170, Greensboro, NC 27402
Phone (336) 334-5789 • Fax (336) 334-5497
http://performingarts.uncg.edu