

# COLLEGE OF BUSINESS ADMINISTRATION

# ADVISING SYLLABUS

**Location:** College of Business Administration,  
Office of Undergraduate Programs, CBA 114

**Phone:** 402-472-2310

**Email:** [cbaundergrad@unl.edu](mailto:cbaundergrad@unl.edu)

**General Office Hours:** Monday-Friday: 8:30 a.m.-4:30 p.m.  
(Limited Advisor Availability during Staff Meetings)

**Mission:** The mission of the Academic Advising Program in the College of Business Administration at the University of Nebraska-Lincoln is to educate, empower and encourage students through a teaching and learning partnership dedicated to promoting students' academic, personal and professional development.

**Values:** Academic advising in the College of Business Administration at the University of Nebraska-Lincoln values a commitment to student learning and development by:

- Providing consistent, accurate and honest information through continuous education
- Facilitating and encouraging the advisor/advisee partnership
- Creating a unique and positive advising experience
- Striving for continuous improvement through assessment measures
- Promoting student success with respect to strengths, interests and abilities

**Start  
Something.**



**COLLEGE OF  
BUSINESS ADMINISTRATION**

# Recommended Calendar of Activities

## Fall Semester

### August Start Smart

- Complete the BSAD 191: Start Smart Seminar via Blackboard
- Review your class schedule prior to school starting
- Familiarize yourself with Blackboard and MyRed
- Take and review 4-year degree sequence guide outside of CBA 114
- Review course syllabi and add courses to planner

**N** Follow UNLCBA on social media for accurate updates and events

**N** Attend CBA Bash

**N** Review 6 weeks of Big Red Welcome  
[nse.unl.edu/events/big-red-welcome.aspx](http://nse.unl.edu/events/big-red-welcome.aspx)

### September Launch

- T** Write your personal academic goals this semester
- T** What steps do you need to take at this point to achieve those goals?
- T** What challenges may impede you in achieving your goals?
- Review your degree audit on MyRed to view your current courses and future academic course loads
- Make an appointment via MyPlan to discuss your academic goals and plans for the spring semester

**N** Visit the CBA Organization Fair and discover a club that suits your interests. Join it!

**N** Join or start an intramural team

**N** Attend an evening of Fall Check-in

**N** Attend UNL Education Abroad and CBA Study Abroad Fairs

### October Explore

- T** What classes are you enjoying now?
- T** Are you meeting your outlined goals for the semester?
- To prepare for priority registration, check your registration time for class selection under “messages”
- On MyRed, check for holds under “holds”
- T** Explore the Undergraduate Bulletin and MyRed prior to meeting with an advisor to discuss and plan your spring semester course schedule

### November Evaluate

- Evaluate the classes you are currently taking and plan to take in the spring
- T** Consider your study skills- what is working and what could be improved?
- N** Attend a freshmen group advising session to select spring courses
- Register for your spring course schedule on MyRed during your designated date and time

### December Prepare

- Prepare for finals
- T** Ensure your schedule for the spring is aligned with your academic goals

### Winter Break Review

- Check your grades on MyRed
- Verify the start dates, end date and add/drop deadlines for spring semester

**Legend**  Important Action  
**N** Recommended Action  
**T** Think Critically

## Appointments

Students are not assigned to one specific advisor. They can visit any of our academic advisors by:

### Scheduling Appointments

- Schedule an appointment online via MyPlan (on Blackboard):
  - Login to Blackboard
  - Click on the “MyPlan” tab, located at the top of your Blackboard landing page
  - On the next landing page, click on “Success Network”
  - Choose CBA; click on “Schedule Online” to see all appointments

### Walk-in Sessions

- Advising as a walk-in: available in CBA 114 during office hours noted on front page

### Required Advising Materials

- Print your Degree Audit (current as of your advising date) from MyRed
- Review the degree requirements: <http://cba.unl.edu/degreeaudit>
- Look at the Undergraduate Bulletin to select courses that fit within your schedule: <http://bulletin.unl.edu/undergraduate/>. Take note of any prerequisites!

### Etiquette

- Plan ahead! Appointments can fill up fast, especially during priority registration.
- Prepare for your advising appointment. Write down a list of topics, questions and specific courses that you would like to mention.
- Arrive promptly. Remember to bring the required materials.
- Turn off your cell phone before entering the advisor’s office.
- Cancel your appointment if unable to attend on MyPlan or by calling the Undergraduate Programs Office, 402-472-2310.

# Recommended Calendar of Activities

## Spring Semester

### January Build

- Contact your academic advisor if you have questions about spring courses
- Attend UNL Education Abroad and CBA Study Abroad Fairs

### February Explore

- Review and register for summer courses
- Write your personal academic goals for the semester
- What steps do you need to take at this point to achieve those goals?
- Review your degree audit in MyRed to review your current courses and future academic course loads
- Make an appointment with an Academic Advisor via MyPlan to discuss your academic goals and plans for the fall semester
- Visit with Career Services at CBA to discuss professional development opportunities

### March Review

- What classes are you enjoying now?
- Are you meeting your outlined goals for the semester?
- Check your registration time for class selection on MyRed under "messages"

- Select your fall/summer course schedule on MyRed
- Check for any holds, solve as necessary

### April Ready

- Evaluate the classes you are currently taking and plan to take in the fall and/or summer
- Prepare for finals
- Ensure your schedule for the fall is aligned with your academic goals
- Attend a freshmen group advising session to select summer and fall courses
- Review and register for summer and fall courses

### May and beyond Start Something

- Check your grades on MyRed
- If you decide to change the focus of your business major or add a minor, then fill out a "CDMA" at the front desk of CBA 114
- Think about future goals and opportunities next year
- What are your summer plans? How can you continue to develop your skills?

## Advising Expectations

Advising is a partnership between you and your advisor. In order for our advisors to best serve you, be prepared to articulate who you are as well as your needs, interests, passions and goals.

### Expectations of Your Advisor

- Provide you with information and material of available campus services and resources
- Review your Degree Audit and assist in the development of an academic plan
- Provide you with accurate documentation of your advising session
- Answer all your questions, concerns and special needs in support of your academic and career goals
- Assist you in developing your choices among courses and degree requirements

- Assist you in developing alternatives when you encounter any academic impediments
- Develop in you the ability to be self-reliant in your decision making process
- Provide you with an ethical, non-threatening environment that is open and safe

### Expectations of You

- Participate in New Student Enrollment, priority registration programs and other university/college programs
- Schedule regular appointments with an advisor
- Read to understand your Undergraduate Bulletin
- Review and monitor your Degree Audit each semester
- Come prepared with your Degree Audit, questions or other material to each advising appointment

- Be an active learner by fully participating in your academic advising appointment
- Be honest and accurate about the information brought and/or discussed with your advisor
- Communicate with your advisor any/all issues, deficiencies or barriers for your academic success
- Act on your advisor's recommendations
- Utilize advising tools and resources found on Blackboard, CBA website, in advising notes, and emails
- Keep a personal record of all advising sessions
- Accept personal responsibility for your successful university and college experience
- Maintain up-to-date personal contact information, including phone and email
- Be proactive, ask questions and seek help

# Resources

## Student Access

MyRed	<a href="http://myred.unl.edu">http://myred.unl.edu</a>
MyUNL (Blackboard)	<a href="https://my.unl.edu">https://my.unl.edu</a>

## Class/Scheduling Resources

Degree Requirements	<a href="http://cba.unl.edu/degreeaudit">http://cba.unl.edu/degreeaudit</a>
Undergraduate Bulletin	<a href="http://bulletin.unl.edu/undergraduate">http://bulletin.unl.edu/undergraduate</a>
Reading Your Degree Audit	<a href="http://cba.unl.edu/degreeaudit">http://cba.unl.edu/degreeaudit</a>
Academic Calendar	<a href="http://registrar.unl.edu/academic-calendar">http://registrar.unl.edu/academic-calendar</a>

## Student Resources

CBA Website	<a href="http://cba.unl.edu">http://cba.unl.edu</a>
Career Services at CBA – CBA 138	<a href="http://cba.unl.edu/careers">http://cba.unl.edu/careers</a>
CBA Student Organizations	<a href="http://cba.unl.edu/organizations">http://cba.unl.edu/organizations</a>
Study Abroad Programs	<a href="http://cba.unl.edu/studyabroad">http://cba.unl.edu/studyabroad</a>
Scholarships and Financial Aid	<a href="http://financialaid.unl.edu">http://financialaid.unl.edu</a>
Information Technology Services	<a href="http://cba.unl.edu/its">http://cba.unl.edu/its</a>
First-Year & Transitions Programs	<a href="http://success.unl.edu">http://success.unl.edu</a>
Student Involvement	<a href="http://involved.unl.edu/">http://involved.unl.edu/</a>
Explore Center	<a href="http://explorecenter.unl.edu/">http://explorecenter.unl.edu/</a>
First-Year Experience & Transition Programs	<a href="http://success.unl.edu/">http://success.unl.edu/</a>

## Campus Resources

Office of Academic Success and Intercultural Services (OASIS): Jackie Gaughan Multicultural Center <a href="http://www.unl.edu/oasis/academic-excellence-programs">http://www.unl.edu/oasis/academic-excellence-programs</a>
University Health Center <a href="http://health.unl.edu/">http://health.unl.edu/</a>
Services for Students with Disabilities <a href="http://www.unl.edu/ssd/home">http://www.unl.edu/ssd/home</a>
LGBTQA Resource Center: 346 Nebraska Union <a href="http://involved.unl.edu/lgbtqa/resources/center.php">http://involved.unl.edu/lgbtqa/resources/center.php</a>
International Student and Scholar Office: Seaton Hall, Suite 201 <a href="http://isso.unl.edu/">http://isso.unl.edu/</a>

## Academic Resources

Math Resource Center: Avery 13 <a href="http://www.math.unl.edu/resources/undergraduate/mrc">http://www.math.unl.edu/resources/undergraduate/mrc</a>
Writing Center: 115 Andrews Hall <a href="http://www.unl.edu/writing/home">http://www.unl.edu/writing/home</a>
Study Stop <a href="http://success.unl.edu/support/study-stop-schedule">http://success.unl.edu/support/study-stop-schedule</a>
Modern Languages Lab: 302 Burnett Hall <a href="http://modlang.unl.edu/language-lab">http://modlang.unl.edu/language-lab</a>
Love Library <a href="http://libraries.unl.edu/love-library">http://libraries.unl.edu/love-library</a>

## Academic Advisors

Natasha Crawford	<a href="mailto:ncrawford8@unl.edu">ncrawford8@unl.edu</a>	CBA 114
Wendy Hunt	<a href="mailto:whunt3@unl.edu">whunt3@unl.edu</a>	CBA 114
Ashley Wegener	<a href="mailto:awegener2@unl.edu">awegener2@unl.edu</a>	CBA 114
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Megan Friesen	<a href="mailto:mfriesen5@unl.edu">mfriesen5@unl.edu</a>	CBA 114
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Samantha Kennelly	<a href="mailto:cba-skennelly@unl.edu">cba-skennelly@unl.edu</a>	CBA 114
Amy Lester	<a href="mailto:cba-alester@unl.edu">cba-alester@unl.edu</a>	CBA 114

## Recruitment Specialists

Mark Davis	<a href="mailto:mdavis1@unl.edu">mdavis1@unl.edu</a>	CBA 114
Laura Horst	<a href="mailto:laura.horst@unl.edu">laura.horst@unl.edu</a>	CBA 114

## International Student Advisors

Venkat Mukundan	CBA 114
Christoph Schindler	CBA 114
Daien Wang	CBA 114
Chen Zhang	CBA 114
Edmund Tan	CBA 114



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