

Fall 2008

*ADVISING
RESOURCES
MANUAL*

*College of Agricultural,
Consumer, and Environmental
Sciences*



ILLINOIS

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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For Information About	See This Web Site
Agricultural, Consumer and Environmental Sciences (College) Homepage	http://aces.illinois.edu/
Agricultural, Consumer and Environmental Sciences Academic Programs Homepage	http://aces.illinois.edu/about/academic_programs
Agricultural, Consumer and Environmental Sciences Calendar	http://aces.illinois.edu/calendar
AP and other test-based credit	http://www.cte.uiuc.edu/dme/Placement/cutoffs.htm
Career Information Web Sites	http://aces.uiuc.edu/Careers/ & www.careercenter.uiuc.edu
<i>Class Schedule</i>	http://courses.uiuc.edu/cis/index.html
<i>College of ACES Student Handbook</i>	http://students.aces.uiuc.edu/handbook
Community College Course Lists/Equivalencies	https://oh.transfer.org/cas/
Community College Information	http://www.utexas.edu/world/comcol/state/
Course Information Suite Site	http://courses.uiuc.edu/cis/index.html
DARS Audits	http://www.oar.uiuc.edu/current/dars/index.html
Dean of Students	http://www.odos.uiuc.edu
Discovery Courses	http://www.provost.uiuc.edu/programs/discovery/
Financial Aid	http://www.osfa.uiuc.edu/
General Education Requirements	http://courses.uiuc.edu/cis/index.htm
Grade Reports	http://www.oar.uiuc.edu/current/grades/index.html
Guided Individual Study Information	http://www.continuinged.uiuc.edu/oce-sites/outreach/gis.cfm
Housing	http://www.housing.uiuc.edu/
Library – U of I	http://www.library.uiuc.edu
Library – College of Agricultural, Consumer and Environmental Sciences	http://www.library.uiuc.edu/agx/
McKinley Health Center	http://www.mckinley.uiuc.edu
Minors – University of Illinois at Urbana-Champaign	http://www.provost.uiuc.edu/programs/advising/minors.html
Minors – College of Agricultural, Consumer and Environmental Sciences	http://students.aces.uiuc.edu/degrees/minors
Office of Admissions and Records	http://www.oar.uiuc.edu/
Proficiency Credit	http://www.cte.uiuc.edu/dme/Placement/cutoffs.htm
Register for Classes	https://apps.uillinois.edu/selfservice/
Registered Student Organizations	http://www.union.uiuc.edu/involvement/rso/Default.aspx
Transcripts	http://www.oar.uiuc.edu/current/transcripts/index.html
Transfer Handbook	http://www.oar.uiuc.edu/future/apply/requirements_transfer_handbook.html
University of Illinois at Urbana-Champaign Advising Homepage	http://www.provost.uiuc.edu/programs/advising/index.html
University of Illinois at Urbana-Champaign Computer Labs	http://www.cites.uiuc.edu/computerlabs/index.html

<i>University of Illinois at Urbana-Champaign Courses Catalog</i>	http://courses.uiuc.edu/cis/index.htm
<i>University of Illinois at Urbana-Champaign Homepage</i>	http://illinois.edu/
<i>University of Illinois at Urbana-Champaign Programs of Study</i>	http://courses.uiuc.edu/cis/index.htm
<i>University of Illinois at Urbana-Champaign Student Code</i>	http://www.admin.uiuc.edu/policy/code/

Do You Have a Question?

If it is about:

You may find the answer contacting:

Absence from class	Emergency Dean, 300 Student Services Building, 610 E. John, 333-0050
Absence from final exams	Assistant Dean, 104 Mumford Hall, 333-3380, and Emergency Dean, 300 Student Services Building, 610 E. John, 333-0050
Advisor's name	Log onto the UI-Integrate Self-Service System; Click on Registration and Records; then Student Records; View Student Information; Submit for appropriate semester; Look at Primary Advisor OR log in at http://students.aces.uiuc.edu/advisor
Career planning, job search, interviewing	Student Development and Career Services, 115 ACES Library, Information and Alumni Center, 244-4540, www.aces.uiuc.edu/Careers/ and The Career Center, 715 S. Wright, 333-0820, www.careercenter.uiuc.edu
Continuing Education, Office of	302 E. John, Suite 1406, 333-1320, http://www.continuinged.uiuc.edu/outreach/
Employment on campus,	Office of Student Financial Aid, Student Services Arcade 620 E. John, work study 333-0100, http://www.osfa.uiuc.edu/aid/employment/
Financial Aid	Office of Student Financial Aid, Student Services Arcade, 620 E. John, 333-0100, www.osfa.uiuc.edu
General Education courses	http://courses.uiuc.edu/cis/index.htm
GPA and progress toward degree	Admissions and Records Officer, 104 Mumford Hall, 333-3380, www.oar.uiuc.edu/current/dars/index.html
Health problems	McKinley Health Center, 1109 S. Lincoln, 333-2701, www.mckinley.uiuc.edu
Housing	100 Clark Hall, 1203 S. Fourth, 333-7111, www.housing.uiuc.edu
Petitions	Academic Programs, 104 Mumford Hall, http://students.aces.uiuc.edu/forms
Probation, drop, readmission	Assistant Dean, 104 Mumford Hall, 333-3380
Program of study, adjust schedule, add or drop courses, credit-no credit option	Academic Advisor
Study Abroad	Agricultural, Consumer and Environmental Sciences Study Abroad, 109 Mumford Hall, 333-3380, http://students.aces.uiuc.edu/study_abroad and Study Abroad Office, 115 International Studies Building, 910 S. Fifth, 333-6322, https://www.studyabroad.uiuc.edu/

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INTRODUCTION

UNDERGRADUATE ADVISING IN AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

The College of Agricultural, Consumer and Environmental Sciences has long been identified as one of the more student-friendly colleges at the University of Illinois at Urbana-Champaign. Historically, Agricultural, Consumer and Environmental Sciences seniors have rated the teaching in their major higher than seniors in any other college. Graduating seniors in Agricultural, Consumer and Environmental Sciences also indicate their overall satisfaction with the advising they receive from the College and their individual advisor.

How does this happen? First there is an attitude that students are important and that undergraduate education is a main focus of the College. Academic Programs values

- opportunities for student growth and development
- quality teaching and advising
- educational programs that are responsive to the needs of students
- discipline-based as well as interdisciplinary programs
- diversity, multiculturalism, and global awareness
- fairness, integrity, and honesty
- cooperation and teamwork
- partnerships with faculty, students, staff and stakeholders
- education as a lifelong process
- the role of Academic Programs in fulfilling the mission of the College of Agricultural, Consumer and Environmental Sciences

Undergraduate advising is an important and integral component of upholding these values.

Second, advising in the College is a team activity. Faculty determine the best and most appropriate curricula for students to follow in each major and concentration. Advisors work closely with students to ensure that students follow the prescribed curriculum. Departments ensure that courses are offered, that teaching is supported, and that advising is recognized as a vital part of the workload. The College recruits and admits qualified students, supports advisors in their work with students, and ensures that every Agricultural, Consumer and Environmental Sciences student who is awarded a degree by the University of Illinois has met the requirements of that degree.

The materials in this handbook are designed to help keep everyone “on the same page.” Advisors are central to fulfilling the mission of Academic Programs: To facilitate the delivery of quality, integrated educational experiences to students studying the agricultural, consumer and environmental sciences that will guide their personal, academic, social, and professional growth and development as they become contributing members of the global society.

From admissions to placement, advisors and Academic Programs staff work together and support each other in giving not just a “right” answer but the best answer. This handbook should assist in that endeavor.

Laurie F. Kramer
Associate Dean for Academic Programs

UNDERGRADUATE STUDENTS AT THE UNIVERSITY OF ILLINOIS

Eight undergraduate colleges and one institute offer more than 150 programs of study leading to baccalaureate degrees from the University of Illinois. They are the Colleges of Agricultural, Consumer and Environmental Sciences; Applied Health Sciences; Business; Media; Education; Engineering; Fine and Applied Arts; Liberal Arts and Sciences; and the Institute of Aviation. Undergraduate students also may enroll in the Division of General Studies if they have not yet selected a degree program. Post baccalaureate students study in more than 100 fields through the Graduate College, School of Library and Information Sciences, and Institute of Labor and Industrial Relations as well as in professional programs through the Colleges of Law, Medicine, and Veterinary Medicine and the School of Social Work. National surveys consistently rank the University of Illinois at Urbana-Champaign among the top ten institutions in many fields of study, with several colleges and departments ranked among the top five.

Approximately 42,000 students and 6,000 faculty and staff members comprise the entire University community at Urbana-Champaign. In fall, 2007, 30,895 undergraduates were enrolled at the U of I. Fifty-three percent of these students are male and 47 percent female; 87 percent of the undergraduates are Illinois residents. Minority students make up about 23 percent of the University's undergraduate enrollment.

Undergraduate education is strongly emphasized, and admissions are very competitive. Each year, almost 25,000 high school seniors apply to be one of the approximately 7,000 students in the freshman class. Fifty percent of freshman admitted for 2007 had an ACT score between 27-31 and 91% of these students ranked in the top 25% of their high school classes. The majority of transfer students enter the University with 3.0 or higher grade-point averages (A=4.0).

Most undergraduate students receive baccalaureate degrees after four years, with over 70% of graduates employed within six months of graduation. Many graduates go on to advanced study in the humanities, the sciences, the social sciences, and various professional fields. Percentages of U of I graduates admitted to law and medical schools are well above the national averages.

Agricultural, Consumer and Environmental Sciences Undergraduates and Your Advisees

For the 2007 fall semester, the College enrolled 2,343 undergraduate students. The undergraduate student-body population is very much like that of the campus. The majority of Illinois counties are represented, with a small percentage of students from out of state. About 17 percent are minorities, and 56 percent of the College's student body is female and 44 percent are male. These students have the opportunity to study in 12 majors, with 42 concentrations, leading to Bachelor of Science degrees. The middle 50% of students admitted to the College of Agricultural, Consumer and Environmental Sciences for Fall, 2007 had an ACT score between 25-29 with a high school class rank in the top 22nd-6th percentile.

The College awarded undergraduate degrees to 566 students in 2007. Of those graduates reporting placement information, approximately 70 percent secured employment and 30 percent entered a graduate or professional school program.

AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES STATEMENT OF ADVISING

The College of Agricultural, Consumer and Environmental Sciences' advisors broaden the educational experience of undergraduate students and instill in them an appreciation for their academic experiences by offering quality advising enhanced through the use of available resources, campus and professional, and consistent with the quality and excellence reputed by the University of Illinois at Urbana-Champaign.

*The College of Agricultural, Consumer and Environmental Sciences
Departmental Advising Coordinators*

TEN KEY ADVISING REFERENCES

Below are basic reference materials an advisor should keep on file or “bookmarked” on the computer for responding to advisees’ inquiries.

1. ***College of Agricultural, Consumer and Environmental Sciences Advising Resources Manual* available for all College advisors.** This document provides a variety of information on advising undergraduate students enrolled in ACES curricula.
2. ***College of Agricultural, Consumer and Environmental Sciences Student Handbook* (updated every two years).** Contains information regarding College undergraduate curricula, program requirements, and other items of general interest to students. The *Agricultural, Consumer and Environmental Sciences Student Handbook* can be found at <http://students.aces.uiuc.edu/handbook/2008>. Starting in Fall, 2006, the Handbook is only available online.
3. **University of Illinois at Urbana-Champaign *Student Code* (updated each academic year).** A complete listing of regulations governing various aspects of student activities, including grading systems, types of examinations, withdrawal procedures, and rules of conduct. Web site: <http://www.admin.uiuc.edu/policy/code/>.
4. **University of Illinois at Urbana-Champaign *Course Information Suite, with links to the Class Schedule, the Course Catalog, Programs of Study, and UI Integrate Web Self-Service system.*** The *Class Schedule* provides a listing of courses offered for study during a given semester; it also includes the time courses are offered, locations of classes, and names of instructors.

All undergraduate and graduate course descriptions are provided in the *Course Catalog*

The *Programs of Study* provides descriptions of undergraduate and graduate programs offered on the UIUC campus. Other information includes admission guidelines, student tuition and fees, student services, and scholarship information. U of I students register for classes using UI IntegrateSelf-Service. This site has information on student registration, records, financial aid, and accounts services for students, as well as faculty teaching and advising services. The Course Information Suite is available at <http://courses.uiuc.edu/cis/index.html>.

5. **University of Illinois at Urbana-Champaign *Student/Staff Directory* (updated each academic year).** The directory provides a listing of campus and home addresses for UIUC students and staff, as well as information on academic and support units on the campus. Web site: <http://illinois.edu/ows/PH>
6. **Agricultural, Consumer and Environmental Sciences Academic Programs Web site.** This site, http://aces.illinois.edu/about/academic_programs, provides contact information for Office of Academic Programs staff as well as links to information for both current and future students in the College
7. **University of Illinois at Urbana-Champaign *Advising site.*** This page on the Office of the Provost’s website contains information on minors and how to declare a minor, inter-college transfer information, calendars and deadline information, and information on the registration system along with other tools for academic advisors. See <http://www.provost.uiuc.edu/programs/advising/index.html>.