



## Owen Center Academic Advising

The Owen Center | Campus Center, Suite 315  
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### *Design Your Future With The Owen Center!*

*#bergblueprints*

#### • OVERVIEW

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All first-time (new first-year, transfer, adult) Heidelberg students are provided an Advisor in the Owen Academic & Career Support Center (The Owen Center). Owen Center Advisors work with designated groups of first-time students, typically by specific majors or student types. First-time students are assigned to and expected to meet with their Owen Center Advisor a minimum of two times per semester. Scheduled advising sessions are typically 30-45 minutes, during which topics pertinent to the current stage of the student's academic journey are discussed while also addressing the student's individual needs. Specific emphasis is placed on working with the student from a holistic perspective and in engaging in conversations focused on both the student's academic performance and their emotional/social wellbeing. Student are also welcome to drop-in, call, or email to connect with their Owen Center Advisor depending on the situation.

First-time students meet with their Owen Center Advisor until they transition to a Faculty Advisor within their chosen major. The majority of students will transition from Owen Center Advisors to Faculty Advisors at the end of their second semester; the remaining students' transitions will occur no later than the end of their fourth semester. The timing of advisor transition for students will vary based on intended major, how committed they are to that intended major, and their academic standing. When the Owen Center Advisor and the student feel the student is ready for the transition, the Owen Center Advisor will guide the student through the official Declaration of Major process to transition to a new Faculty Advisor.

#### • 'BERG BLUEPRINTS

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At the Owen Center, we believe that anything worth building well should start with a great set of blueprints. We also believe our students have taken the first step toward building their career and their entire future by enrolling at Heidelberg University. Everyone at the Owen Center wants to assist and support Heidelberg students as they design their own set of 'Berg Blueprints leading to graduation. The Owen Center is comprised of the areas of Academic Advising; Academic Support, including the Writing Center; Career Development and Placement; and AIM Hei. The Owen Center utilizes several types of 'Berg Blueprints to ensure student success, including but not limited to:

- Major Academic Plans (MAPs)
- DegreeWorks Degree Audits
- Individual and Group Registration Sessions
- Course Scheduling
- Individual Course Assistance
- PASS: Peer Assisted Study Sessions
- Resume Assistance

Using these and other 'Berg Blueprints, the Owen Center Advisors provide continued support to all advisees as they determine their path to degree attainment and discover and achieve their career goals. Tag us on social media using #bergblueprints.

#### • MISSION STATEMENTS

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The Owen Center promotes the overall University mission by partnering Owen Center staff and faculty with first-time students as they work to attain academic, career, and personal goals.

**HEIDELBERG UNIVERSITY MISSION STATEMENT:** *Heidelberg University is a community of learning that promotes and nurtures intellectual, personal and professional development, leading to a life of purpose with distinction.*

**OWEN CENTER MISSION STATEMENT:** *Through collaborative resources and endeavors, the Owen Center empowers students to define, plan, and achieve their intellectual, personal, and professional goals leading to a life of purpose with distinction.*

## • RESPONSIBILITIES OF OWEN CENTER ADVISOR & ADVISEE

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Academic advising is a partnership between a student and an advisor to develop meaningful educational goals and plans that are consistent with the student's personal values, interests, and strengths. This is a collaborative approach in which the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

### OWEN CENTER ADVISOR RESPONSIBILITIES

Students can expect their Owen Center Advisor to:

- Create an environment in which students can define and develop realistic educational and personal goals
- Describe the purpose of a liberal arts education and its effect on their educational and personal goals; the University's academic policies and procedures; and degree requirements
- Assist students in developing decision-making skills and in assuming responsibility for their educational plans and achievements
- Guide students in identifying the need for and pursuing resources available throughout campus; assist with the transition to a faculty advisor
- Maintain confidentiality pursuant to FERPA (For complete FERPA guidelines, visit the University website, <https://inside.heidelberg.edu/offices/registrar/ferpa>)

### ADVISEE RESPONSIBILITIES

Owen Center Advisors can expect their advisees to:

- Schedule and attend advising appointments, a minimum of two per semester; come prepared to discuss educational and personal goals and/or questions; maintain email/phone/face-to-face contact with Advisor
- Accept primary responsibility for academic planning decisions that affect educational progress by creating an academic plan to choose a major and earn a degree in four years
- Track progress toward degree completion using OASIS and DegreeWorks; inform Advisor of academic and/or personal issues interfering with class attendance and success
- Be willing to consider recommendations from Advisors to academic plan, as well as to campus resources and services
- Become knowledgeable about University programs, policies, and procedures through use of the Undergraduate catalog, student handbook, and other campus-wide resources

## • STUDENT LEARNING OUTCOMES FOR FIRST-TIME STUDENT ADVISING

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Heidelberg University first-time students will work in partnership with their Owen Center Advisors toward achieving the following Student Learning Outcomes:

- Choose a major with rationale
- Demonstrate the ability to follow an academic plan based on self-assessment and analysis of academic options and personal abilities
- Produce a sequence of courses for successful completion of an academic program in four years
- Exhibit the skills necessary to pursue their major of choice

## • OWEN CENTER TEAM

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<b>Lindsey Baumgartner</b> Academic Advising Specialist	419.448.2496 Advises: Education, Humanities, Social Sciences, Music, & Theatre	lbaumgar@heidelberg.edu
<b>Shavron Kelley</b> Academic Advising Specialist	419.448.2595 Advises: Natural Sciences, Health Sciences, Business	skelley@heidelberg.edu
<b>Mark McKee</b> Director of Career Development & Placement	419.448.2194	mmckee@heidelberg.edu
<b>Dr. Ellen Nagy</b> Executive Director of Student Academic & Career Success	419.448.2063	enagy@heidelberg.edu
<b>Rhonda Tiell</b> Administrative Assistant	419.448.2301	rtiell@heidelberg.edu
<b>Lauren Tompkins</b> Director of Academic Support	419.448.2887	ltompkin@heidelberg.edu

# Advising Hei-lights: Fall Semester 2017

Hei-lights contain deadlines and dates pertinent to advising ONLY. For other important semester dates, please refer to the Registrar's Academic Calendar at <https://inside.heidelberg.edu/academics/academic-calendars>.

## • AUGUST

<b>Fri, August 18</b>	Welcome Week Activities Begin (see Welcome Week Schedule for complete details)
<b>Wed, August 23</b>	Classes Begin
<b>Wed, August 30</b>	Last day to ADD classes online; Dropping a class after this date results in a 'W' on transcript

### MONTHLY CHECKLIST

- ☐ Make any necessary schedule changes during the first week of classes with any of the Owen Center Advisors - no appointment necessary, just drop-in
- ☐ Schedule and attend a Beginning of Semester Connection Appointment with your assigned Owen Center Advisor during week 2-4 of the semester
- ☐ Become familiar with university email – *check weekly, at minimum, to avoid missing important messages*
- ☐ Become familiar with OASIS and DegreeWorks
- ☐ Complete the Academic Interest Assessment to help identify areas of career/major interest

## • SEPTEMBER

<b>Thu, September 14</b>	HYPE Day – Speaker: Nyle DiMarco
<b>Mon, September 25</b>	4-Week Appraisals Available (first-year & warning/probation students only)

### MONTHLY CHECKLIST

- ☐ Schedule and attend a Beginning of Semester Connection Appointment with your assigned Owen Center Advisor during week 2-4 of the semester, if unable to do so in August
- ☐ Locate 4-Week Appraisal on OASIS; contact any instructor who submitted a concern, as well as your Owen Center Advisor to discuss a plan for improvement

## • OCTOBER

<b>Wed, October 18</b>	HYPE Day – Speaker: Shawn Johnson East
<b>Mon, October 23</b>	8-Week Appraisals Available (all students)
<b>October 23 – 27</b>	Advising Week & Pre-Registration Sessions

### Monthly Checklist

- ☐ Locate 8-Week Appraisal on OASIS; contact any instructor who submitted a concern or for which your grade is estimated at a C or lower, as well as your Owen Center Advisor to discuss a plan for improvement
- ☐ Attend group pre-registration session & follow-up connection with your Owen Center Advisor

## • NOVEMBER

<b>Oct 30 – Nov 3</b>	Advising Week & Pre-Registration Sessions
<b>Fri, November 3</b>	Last day to DROP classes without a 'WF'
<b>Mon, November 6</b>	Spring Semester Registration Begins Be aware of your time ticket!
<b>Tue, November 14</b>	HYPE Day – Speaker: Morgan Spurlock
<b>Mon, November 20</b>	12-Week Appraisals Available (all students)

### MONTHLY CHECKLIST

- ☐ Attend group pre-registration session & follow-up connection with your Owen Center Advisor, if not already done
- ☐ Plan Spring Semester classes
- ☐ Complete the Declaration of Major process, if appropriate, and connect with your new Faculty Advisor
- ☐ Register for Spring Semester classes based on your time ticked in OASIS

## • DECEMBER

<b>Fri, December 8</b>	Classes End after last class
<b>Mon, December 11</b>	Final Exams Begin – 8am
<b>Fri, December 14</b>	Final Exams End – 12:30pm

### MONTHLY CHECKLIST

- ☐ Attend End of Semester connection with your Owen Center Advisor
- ☐ If completing the Declaration of Major process, connect with your new Faculty Advisor if you have not already

# Advising Hei-lights: Spring Semester 2018

## • JANUARY

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Wed, January 10	Classes Begin
Thu, January 18	Last day to ADD classes online; Dropping a class after this date results in a 'W' on transcript
Wed, January 24	HYPE Days – Speaker: Daymond John

### Monthly Checklist

- Make any necessary schedule changes during the first week of classes with any of the Owen Center Advisors - no appointment necessary, just drop-in
- Schedule and attend a Beginning of Semester Connection Appointment with your assigned Owen Center Advisor during week 2-4 of the semester
- Maintain/increase familiarity with university email, OASIS and DegreeWorks
- Spring Admits: Become familiar with university email – *check weekly, at minimum, to avoid missing important messages*
- Spring Admits: Become familiar with OASIS and DegreeWorks

## • FEBRUARY

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Tue, February 13	HYPE Day – Speaker: Michael Sam
Mon, February 12	4-Week Appraisals Available (first-year & warning/probation students only)

### Monthly Checklist

- Schedule and attend a Beginning of Semester Connection Appointment with your assigned Owen Center Advisor during week 2-4 of the semester, if unable to do so in August
- Locate 4-Week Appraisal on OASIS; contact any instructor who submitted a concern, as well as your Owen Center Advisor to discuss a plan for improvement

## • MARCH

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March 12 - 23	Advising Weeks & Pre-Registration Sessions
Thu, March 16	HYPE Day – Speaker: Beverly Gooden
Mon, March 19	8-Week Appraisals Available (all students)
Mon, March 26	Fall Semester Registration Begins Be aware of your time ticket!

### Monthly Checklist

- Locate 8-Week Appraisal on OASIS; contact any instructor who submitted a concern or for which your grade is estimated at a C or lower, as well as your Owen Center Advisor to discuss a plan for improvement
- Attend group pre-registration session & follow-up connection with your Owen Center Advisor
- Plan Fall Semester classes
- Register for Fall Semester classes based on your time ticket in OASIS

## • APRIL

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Mon, April 2	Last day to DROP classes with a 'WF'
Mon, April 9	12-Week Appraisals Available (all students)
Wed, April 11	Student Research Conference (no classes)

### Monthly Checklist

- Attend End of Semester connection with your Owen Center Advisor
- Complete the Declaration of Major process, if appropriate, and connect with your new Faculty Advisor

## • MAY

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Tue, May 1	Classes End after last class
Thu, May 3	Final Exams Begin – 8am
Tue, May 8	Final Exams End – 12:30pm
Sun, May 13	Commencement

### Monthly Checklist

- Attend End of Semester connection with your Owen Center Advisor, if not already done
- Finish Declaration of Major process, if appropriate, and connect with your new Faculty Advisor, if not already done