

UNDERGRADUATE GUIDE

ADVISING

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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
<https://cals.wisc.edu/academics/undergraduate/current-students/advising/>

COLLEGE OF ENGINEERING (EGR)

Engineering Academic Advising
<https://engineering.wisc.edu/student-services/undergraduate-student-advising/>

COLLEGE OF LETTERS & SCIENCE (L&S)

Academic Advising Services
[advising.ls.wisc.edu \(http://advising.ls.wisc.edu\)](http://advising.ls.wisc.edu)

COLLEGE OF LETTERS & SCIENCE, CENTER FOR ACADEMIC EXCELLENCE (CAE)

[cae.ls.wisc.edu \(http://cae.ls.wisc.edu\)](http://cae.ls.wisc.edu)

COLLEGE OF LETTERS & SCIENCE HONORS PROGRAM

[honors.ls.wisc.edu \(http://honors.ls.wisc.edu\)](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 Undergraduate Academic Advising
<https://education.wisc.edu/academics/undergrad-majors/academic-advising/>

SCHOOL OF HUMAN ECOLOGY (SOHE)

Advising and Career Center
<https://advising.humanecology.wisc.edu>

SCHOOL OF NURSING (NUR)

Advising & Student Services
<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/sop-advising/>

SCHOOL OF BUSINESS (BUS)

Undergraduate Academic Advising
<https://business.wisc.edu/undergraduate/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/>), over 1500 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, Sellery Hall, Ogg Hall, and Dejepe Hall. The Dejepe office is available to all students in Lakeshore-area residence halls.

CAREER DEVELOPMENT AND PLANNING

Career Services at UW-Madison support students in discovering what success looks like after college and how to achieve it. Career advisors and career planning opportunities at UW-Madison are available to help students answer the question, “Who am I? Who do I want to become? Where am I going and how do I get there?” 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 conducting a job or graduate school search.

Each school or college within UW-Madison has a dedicated career services office to support their students. There are also several career services offices available to meet with any student looking to explore their academic and career goals. Links to all of the career services offices at UW-Madison are available online at www.careers.wisc.edu (<https://www.careers.wisc.edu>).

Students can work with career services staff to discuss career interests and goals, participate in skill-building workshops, connect with alumni and employers, develop a job or internship search plan, attend a career and internship fair, and much more.

HANDSHAKE AND BIG INTERVIEW

Handshake is a free tool for all UW-Madison students and is the best way to connect with employers, find jobs and internships, and learn about career events offered by career services offices and employers. All UW-Madison students are automatically provided with a Handshake account – it can be activated by logging in using a UW-Madison NetID and password through the mobile app (<https://qrc0.de/bdEvx3/>) or by visiting <https://wisc.joinhandshake.com/>.

Big Interview is another free career tool available to all UW-Madison students. With Big Interview, students can practice and improve their interviewing skills, complete lessons about job searching, negotiations, and much more. Students can access this tool by visiting <https://wisc.biginterview.com/>.

CAREER ADVISING

Students can meet with individual career advisors throughout their undergraduate experience as they explore and navigate their career plans. Career advisors can help students with a variety of areas, including:

- Exploring career and major options
- Discussing values, skills, and interests
- Receiving help with resumes and cover letters
- Searching for jobs and internships
- Connecting with alumni and employers
- Preparing and practicing for interviews
- Guidance when applying to graduate or professional school
- Considerations for job offers and negotiating

CAREER EXPLORATION CENTER (CEC)

The Career Exploration Center (CEC) (<https://cec.ccas.wisc.edu/>) supports undergraduate students who are undecided about their career and/or academic goals. They assist students in gathering information, personal insight, and experiences that help them explore their options and provide direction in planning the next steps in their career journey.

PRE-PROFESSIONAL STUDY

At UW-Madison, students interested in pursuing graduate-level health professions and law school 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 and equity 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/DO, 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

<https://mjfsp.wisc.edu>

INTERNATIONAL STUDENT SERVICES

iss.wisc.edu (<http://iss.wisc.edu>)

NATIVE AMERICAN CENTER FOR HEALTH PROFESSIONS

<https://nachp.med.wisc.edu/>

OFFICE OF ACADEMIC SERVICES, ATHLETICS

uwbadgers.com/sports/2015/8/21/GEN_201401011.aspx (https://uwbadgers.com/sports/2015/8/21/GEN_201401011.aspx)

OFFICE OF MULTICULTURAL ARTS INITIATIVES

omai.wisc.edu (<http://omai.wisc.edu>)

PEOPLE PROGRAM

peopleprogram.wisc.edu (<http://peopleprogram.wisc.edu>)

TRANSFER TRANSITION PROGRAM

transfer.wisc.edu/ (<http://transfer.wisc.edu/>)

UNDERGRADUATE ACADEMIC AWARDS OFFICE

awards.advising.wisc.edu/ (<http://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
- School of Business
- University of Wisconsin Law School

INTERNATIONAL ACADEMIC PROGRAMS (IAP)

studyabroad.wisc.edu (<http://studyabroad.wisc.edu>)

International Academic Programs (IAP) offers more than 300 study and intern abroad programs, as well as domestic study away programs. There are programs on six continents in over 80 countries 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.

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/>) 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/>) 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. 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 via the Course Search & Enroll app. They should contact their assigned advisor(s) for help reading and interpreting their DARS report.