



ACADEMIC ADVISING SYLLABUS

<https://www.uma.edu/academics/advising>

WHAT IS A SYLLABUS?

Just like a course syllabus outlines important information—such as readings, assignments, deadlines, and expectations—the Academic Advising Syllabus serves as your roadmap throughout your educational journey at UMA. It establishes clear expectations for both students and **Student Services Coordinators (SSCs)**, fostering a collaborative and informed advising experience.

The Office of Academic & Career Advising is staffed by a team of dedicated SSCs who are committed to educating, guiding, and supporting you every step of the way.

ADVISING RELATIONSHIP EXPECTATIONS

Student

- Know who your SSC and/or Faculty Advisor is—and how to reach them.
- Come to your advising appointments with questions and ready to take notes.
- Ask questions and seek clarification when something isn't clear.
- Advising is a partnership—take an active role in the advising process.
- Keep track of your academic progress: monitor your grades, know your test and assignment dates, and use effective study strategies
- Your @maine.edu email is UMA's official communication channel. Check your @maine.edu email daily, and respond to emails promptly.
- Be open to your advisor's recommendations and guidance.
- Always demonstrate respect and professionalism in your interactions with faculty, staff, and fellow students.

Student Services Coordinator (SSC)

- Provide helpful information and guidance throughout your academic journey.
- Clarify academic policies and connect you with UMA support services.
- Understand and help you maximize the use of transfer credit.
- Help you navigate your Degree Progress Report.
- Help guide your course selection and registration each semester.
- Help you build your plan for degree completion.
- Assist you with changing your major or minor.
- Be accessible via email and through Zoom, in-person, and phone appointments.
- Uphold confidentiality and foster a respectful environment.

GUIDELINES FOR CONTACTING YOUR STUDENT SERVICES COORDINATOR (SSC)

- Use your maine.edu -email account
- Include your name (first and last) and your 7 -Digit UMA Student ID Number
- Brief statement of issue/concern or comments/questions
- SSC Contact Information: [uma.edu/academics/advising/contacts](https://www.uma.edu/academics/advising/contacts)



Learning Outcomes by Year

Years 1–2:

- Learn about majors, general education, and career connections.
- Understand financial aid responsibilities (e.g., FAFSA).
- Use MaineStreet and Navigate for degree tracking and appointments.
- Join student activities and manage academic workload.

Years 3–4:

- Deepen faculty advisor relationships and track degree requirements.
- Explore internships, job fairs, and UMA CareerLink.
- Learn graduation requirements and how to apply for graduation.
- Develop professional tools: résumé, LinkedIn, interview skills.

Academic Support

- **Navigate App:** uma.navigate.eab.com
- **Tutoring, Success Coaching:** umasuccess@maine.edu | 207.621.3491
- **Counseling:** umacounseling@maine.edu | 207.621.3392
- **UMA Tech Hub:** www.uma.edu/thehub

Career Connections & Credit for Prior Learning

- **Career Connections:** www.uma.edu/career-connections
- **Credit for Prior Learning:** www.uma.edu/academics/cpl

Other Services

- **TRiO Scholars** (Augusta: 207.621.3501, Bangor: 207.262.7820)
- **UMA Libraries** (Zoom rooms, academic support): <https://mycampus.maine.edu/web/uc-library-portal/home>

ACADEMIC YEAR AT-A-GLANCE

- June–July: Meet with advisor, register for Fall classes.
- August: Classes begin, orientation, buy textbooks.
- September: Know add/drop deadlines.
- October: Check early alerts, plan for spring semester classes.
- November: Final withdrawal deadline, register for Spring/Winter classes.
- December: Final exams, Winter session begins.
- January: Spring classes begin.
- February: Add/drop deadlines.
- March: FAFSA due, plan for Summer/Fall classes.
- April–May: Register for Summer/Fall classes, final exams, Commencement (Apply by April 1st).

Augusta Campus
46 University Drive
Augusta, ME 04330
207.621.3149

Bangor Campus
65 Texas Avenue
Bangor, ME 04401
207.262.7800

Brunswick Center
2 Pegasus Street
Hangar 6, Suite 3
Brunswick, ME 04011
207.442.7736

Ellsworth Center
Mill Mall
248 State Street
Ellsworth, ME 04605
207.667.3897

Lewiston Center
51 Westminister Street
Lewiston, ME 04240
207.753.6600

Rockland Center
91 Camden Street,
Ste. 401
Rockland, ME 04841
207.596.6906

Saco Center
209 Main Street,
Unit 104
Saco, ME 04072
207.282.4111