



## Fisher School of Accounting Undergraduate Academic Advising Syllabus

### Advisors

Danielle Shu

[Danielle.Shu@warrington.ufl.edu](mailto:Danielle.Shu@warrington.ufl.edu)

Brandon Case

[Brandon.Case@warrington.ufl.edu](mailto:Brandon.Case@warrington.ufl.edu)

### Advising Office

Office Hours: M-F: 8am-4:30pm

Phone: 352-273-0200 - *Please call to make an appointment*

FSOA Web: <https://warrington.ufl.edu/about/fisher/>

FSOA Email: [fsoa@warrington.ufl.edu](mailto:fsoa@warrington.ufl.edu)

Walk In: Tuesdays 8:30am-12pm (Fall and Spring only) – Zoom and in-person available.

### Responsibilities in the Advisor-Student Partnership

| Advisor Responsibilities   | Student Responsibilities   |
|--|--|
| Understand the University of Florida and FSOA degree requirements and effectively communicate them.  | Understand the University of Florida and FSOA degree requirements and policies as listed in the FSOA Student Handbook, Freshman and Sophomore Guide, and Undergraduate Catalog. (Links below) Ask questions if you are unsure. |
| Be available to you through walk-ins, e-mails, and appointments. Advising at FSOA:<br><a href="https://warrington.ufl.edu/accounting-current-students/academic-advising/">https://warrington.ufl.edu/accounting-current-students/academic-advising/</a>  | Actively read my emails and be open to advice when developing an academic plan. Be courteous and attend the appointments scheduled on time or reschedule them.   |
| Answer questions and clarify school/university policies and refer you to campus resources as appropriate.  | Attempt to utilize campus resources and information online, but will clarify any uncertainties with my academic advisor.   |
| Assist you in making course and major decisions.   | Come to appointments prepared after investigating academic and career goals.   |
| Provide a safe place and actively listen while you share your thoughts, aspirations, concerns and interests.   | Schedule regular appointments at least once a term, and/or utilize walk-in hours for quick-questions.  |
| Maintain confidentiality. We will not disclose any academic record information to anyone other than the student as illustrated by FERPA laws.<br><a href="https://catalog.ufl.edu/ugrad/current/regulations/info/student-ferpa-rights.aspx">https://catalog.ufl.edu/ugrad/current/regulations/info/student-ferpa-rights.aspx</a> | Keep a record of your academic progress and goals.   |
| Provide a schedule plan that both meets the FSOA standards and students' personal needs, if possible.  | Recognize you are responsible for and held accountable for your academic progress.   |

### Professional Courtesy Policies:

- The advising office is open Monday-Friday, 8am-4:30pm. Quick questions via email or phone will be addressed as soon as possible, but within no more than 2 business days. Forms and various approval requests may take longer depending on the type of request.
- It is unnecessary to email multiple advisors with the same question. Doing so utilizes more resources and time than required and slows the response time to you and your fellow students.
- The Fisher School of Accounting is a professional working environment. As a University of Florida student, you are expected to comport yourself in an equally professional manner. Use of inappropriate or profane language, comments or gestures will not be tolerated.
- Emails to advisors, faculty, and staff should be written in a professional format. As with any professional office, text message-style emails are inappropriate. Students are expected to develop and practice a high standard of communication etiquette.

### Recommended Campus Resources

|   |  |
|---|--|
| University of Florida Homepage: <a href="http://www.ufl.edu/">http://www.ufl.edu/</a>   | Teaching Center: <a href="https://teachingcenter.ufl.edu/">https://teachingcenter.ufl.edu/</a>                       |
| Undergraduate Catalog <a href="https://catalog.ufl.edu/UGRD/">https://catalog.ufl.edu/UGRD/</a>                                 | Student Involvement: <a href="https://www.studentinvolvement.ufl.edu/">https://www.studentinvolvement.ufl.edu/</a>   |
| UF OneStop: <a href="https://uf.force.com/OneStop/s/">https://uf.force.com/OneStop/s/</a>                                       | Bursar's Office: <a href="https://www.fa.ufl.edu/departments/bursar/">https://www.fa.ufl.edu/departments/bursar/</a> |
| UF Academic Calendar: <a href="https://catalog.ufl.edu/UGRD/dates-deadlines/">https://catalog.ufl.edu/UGRD/dates-deadlines/</a> |  |
| Counseling and Wellness Center: <a href="http://www.counseling.ufl.edu/cwc/">http://www.counseling.ufl.edu/cwc/</a>             |  |
| Office of Student Financial Aid and Scholarships: <a href="https://www.sfa.ufl.edu/">https://www.sfa.ufl.edu/</a>               |  |

SAFE SPACE

Advisors actively create an open, respectful, and supportive environment for all.