

## UIC CLJ Academic Advising Syllabus

**Advisors:** Kiki Wessel, TBD

**Office:** UH 8<sup>th</sup> floor

**\*Email:** [lascljadvising@uic.edu](mailto:lascljadvising@uic.edu) or [mkwessel@uic.edu](mailto:mkwessel@uic.edu)

*(\*Please allow up to 48 hours to receive a response on weekdays and please only send questions to 1 email)*

**Advising Appointments:** [CLJ iAdvise page](#)

**Appointment Times:** M-F 9:00am-4:00pm, specific appointment times vary by advisor

**Website:** [CLJ website](#)

### **Mission:**

Undergraduate academic advising for the Criminology, Law, and Justice (CLJ) department is a shared responsibility between advisors and students. CLJ academic advisors follow a learning-centered philosophy of advising, wherein the advisor serves as a facilitator of student success through teaching students how to plan their degree programs, understand program academic policies and procedures, and access and utilize available resources on campus. While students must attend their one required MSMA/MTRICT advising appointment, it is recommended that they check in at least once per semester prior to the upcoming course registration period to review their updated degree plans and to ensure they remain on track within their major. \*Students can meet with any of the the departmental advisors and are not assigned to a specific advisor.

### **Scheduling Appointments:**

Please include the specific reason for your appointment in the “Detailed Description” field when scheduling an appointment in iAdvise. This information helps us to better prepare for your upcoming appointment and is greatly appreciated! Common reasons for scheduling appointments include major course planning, research course process overview, career exploration, and study abroad exploration.

### **Roles & Responsibilities:**

<b>Student Responsibilities</b>	<b>Advisor Responsibilities</b>
<ul style="list-style-type: none"> <li>• Maintain and update your degree plan to bring to any appointments</li> <li>• Be aware of course pre-/co-requisites when planning and registering for courses</li> <li>• Come prepared to appointments with specific questions</li> <li>• Arrive on time to appointments and notify an advisor if you need to cancel or reschedule</li> <li>• Regularly check your email and respond to advising emails within a timely manner</li> <li>• Attend required MSMA/MTRICT advising workshop and recommended semester check-in meetings</li> <li>• Be aware of semester deadlines for registering, adding, dropping, and withdrawing from courses</li> <li>• Provide timely notice to your advisor of any academic problems so that you can be referred to appropriate resources</li> </ul>	<ul style="list-style-type: none"> <li>• Assist students with selecting appropriate courses and developing a degree plan</li> <li>• Be knowledgeable about the programs for which they advise</li> <li>• Be accessible for advising meetings with students and respond to emails within a timely manner (≤48 hours on weekdays)</li> <li>• Be respectful of students’ time during appointments</li> <li>• Review academic standing within the majors and monitor student progress toward major and degree completion</li> <li>• Provide referrals to appropriate campus resources</li> </ul>

**Program Fast Facts:**

CLJ Major	CLJ Minor
<ul style="list-style-type: none"> <li>• 33 credit hours required</li> <li>• Minimum GPA 2.0</li> <li>• At least 17 credit hours need to be completed at UIC</li> <li>• 6 Core Courses: CLJ 101, CLJ 200, CLJ 210, CLJ 220, CLJ 261, CLJ 262</li> <li>• 5 Elective Courses: CLJ Agency, CLJ Writing in the Discipline (WID), 3 CLJ courses at the 300/400-level <i>*can include CLJ 395: Internship and/or CLJ 399: Independent Study credit, with limitations*</i></li> </ul>	<ul style="list-style-type: none"> <li>• 18 credit hours required</li> <li>• Minimum GPA: 2.0</li> <li>• At least 9 credit hours must be taken at UIC</li> <li>• 9 credit hours 200/300/400-level</li> <li>• 4 Core Courses: CLJ 101, CLJ 200, CLJ 210, CLJ 220</li> <li>• 2 CLJ courses at the 300/400-level</li> </ul>

Law and Society Minor	
<b>ALL TRACKS</b> <ul style="list-style-type: none"> <li>• 18-19 credit hours required</li> <li>• Minimum GPA: 2.0</li> <li>• At least 9 credit hours must be taken at UIC</li> <li>• 9 credit hours 200/300/400-level</li> </ul>	<b>TRACK 1: Criminal Justice</b> <ul style="list-style-type: none"> <li>• 2 Core Course: CLJ 101 and Choose 1 of the Following: PHIL 102 or PHIL 103 or ECON 120 or ECON 121</li> <li>• 4 Elective Courses: Choose from the following: CLJ 110, CLJ 210, CLJ 202, CLJ 311, CLJ 361</li> </ul>
<b>TRACK 2: Law in Social Context</b> <ul style="list-style-type: none"> <li>• 2 Core Course: CLJ 101 and Choose 1 of the Following: PHIL 102 or PHIL 103 or ECON 120 or ECON 121</li> <li>• 4 Elective Courses: Choose from the following: POLS 120, CLJ 114, CLJ 200, CLJ 423, CLJ 424, CLJ 435</li> </ul>	<b>TRACK 3: Public Law</b> <ul style="list-style-type: none"> <li>• 2 Core Course: POLS 101 and Choose 1 of the Following: PHIL 102 or PHIL 103 or ECON 120 or ECON 121</li> <li>• 4 Elective Courses: Choose from the following: POLS 258, POLS 353, POLS 354, POLS 356, POLS 358</li> </ul>

**Additional Resources:****CLJ/Law and Society**[CLJ Undergraduate Website](#)[CLJ/Law and Society Catalog](#)[CLJ 395: Internship and CLJ 399: Independent Study Resources](#)[UIC Undergraduate Research Experience \(URE\)](#)**LAS**[LAS General Advising](#)[LAS Major and Minor Advising](#)[LAS Drop-In Advising for General Advisors and Major Advisors](#)[LAS Minor Request Form](#)[LAS Career Advising](#)**UIC**[UIC Academic Calendar](#)[UIC Office of the Registrar](#)[UIC Student Financial Aid and Scholarships](#)[UIC Counseling Center](#)[UIC Disability Resource Center \(DRC\)](#)[UIC Inter-College Transfer \(ICT\)](#)[Study Abroad Advising](#)[Office of International Services \(OIS\)](#)[Undergraduate Awards and Scholarships](#)