

# Office of Academic and Career Development

WWW.UC.IUPUI.EDU

(317) 274-4856

Taylor Hall (UC), 3rd floor

## Academic Advising Hours:

Monday-Thursday

8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to noon

## Career Counseling

Walk-In Hours:

Monday- Thursday

9:00 a.m. to noon and

1:00 p.m. to 4:00 p.m.

## HELPFUL LINKS:

OneStart:

Registrar:

Course Offerings:

Bursar Office:

Degrees Offered at  
IUPUI:

[IUPUI Degrees—click here](#)

Major Checksheets:

[checksheets-click here](#)

Major and  
Career Connections:

[major & careers—click here](#)

Academic Policies:

Campus and  
Community Life:

## How should I prepare for a career counseling appointment?

- What help do you need? Try to pick **one main topic** for your appointment. You can bring up other issues as time permits or in follow up meetings.
- Try to anticipate information you may need for the appointment.
- Consult our **Career Planning and Job Search Tools** links online at <http://uc.iupui.edu/students/career/tools.asp> to see lists of common career topics. Click on the appropriate topic links to see helpful resources online before your career appointment.

## What should I bring?

- Print** documents related to your topic. Example: for resume help or job search, copies of your resume, job postings, etc.
- A copy of your Personal Development Plan (PDP)
- Any questions/ research you have done/ notes you have made.

## During the appointment...

- Ask the career counselor questions!
- Be an active participant!
- Don't be afraid to ask the career counselor to repeat or re-explain a concept.
- Feel free to discuss your goals and options. Examples: study abroad, undergraduate research, internships, minors, certificates, career plans...

## Who are we?

*Academic and Career Development facilitates students' academic and career success by providing programs and services that engage students in exploring and committing to educational and career goals, developing and implementing meaningful academic plans, transitioning into degree granting schools, and translating learning to the world of work.*

### Academic Advising

Academic Advising is available for all University College students as they plan for the future and work to transition into their degree granting school. Advisors can provide guidance in areas such as:

- Academic Planning
- Course Selection
- Major Exploration
- Major and Degree Requirements
- Dropping/Adding
- Registration
- Campus Resource Referral
- Goal Setting
- Time Management
- Study Skills
- Learning Styles
- Creation and Revision of your Personal Development Plan (PDP)

### Career Counseling

Career Counseling is open to all current and former IUPUI students. Career counselors can provide the following services:

- [Major and Career Exploration](#)
- Career Assessments
- Career Planning
- Resume Writing
- Job Search Techniques
- Interviewing Techniques/Practice Interviews
- Creation and Revision of your Personal Development Plan (PDP)

**To cancel or reschedule your appointment,  
call (317) 274-5977  
or contact your counselor directly.**