



Academic Advising at the University of Wisconsin-Whitewater engages advisors and students in a relational process to define, plan, and achieve success. This syllabus **outlines expectations for students and advisors** and the outcomes students will experience through actively engaging in the advising process throughout their time at the University.

EXPECTATIONS FOR STUDENTS



Regularly schedule, attend and keep advising appointments



Communicate openly and honestly with their academic advisor regarding issues affecting goals and academic performance



Maintain a professional relationship with their academic advisor, including punctuality, attending meetings, being prepared for appointments, and contacting the advisor in a timely manner if rescheduling a meeting is necessary



Be an active participant in the advising process by preparing questions for their advisor and reviewing grades, AAR, degree audit, etc. to identify courses they would like to take to complete their degree in a timely manner



Take responsibility for their academic success by utilizing the available resources including: WINS, Navigate, AAR, Degree Plans, and reading and responding to emails



Accept responsibility for decisions made during the advising process

EXPECTATIONS FOR ADVISORS



Create and/or maintain an interactive environment encouraging open communication



Collaboratively review advisee's "program progress," recommend classes for upcoming semesters, and assist student in scheduling



Stay informed of current and changing policies, procedures, and program choices, and provide students with appropriate information relevant to making personal and vocational decisions



Empower their students to take responsibility for their academic success



Be accessible through timely email communication, advising appointments, group advising sessions, and other events relevant to a student's program of study



Use Navigate as the primary advising platform to track scheduling, alerts, advising notes, etc.



Refer students to campus services relevant to the individual student's needs

Through the advising process, students will

KNOW	DO	VALUE
How to contact their assigned advisor	Utilize resources to identify classes that fulfill their degree requirements	Recognize the benefit of having a relationship with your academic advisor
How to interpret degree requirements	Identify university services to support their wellbeing	Appreciate the value of a university and liberal arts education



The Academic Advising & Exploration Center (AAEC) provides proactive and developmental academic advising to assist students with their transition to college and their development of an educational plan consistent with their personal values, interests and abilities.

ADVISING INFORMATION

Advising is most effective when viewed as **an ongoing process** in which the students and the advisors work as partners. Students must continuously work with their advisors in order to develop comprehensive academic plans that lead to successful career planning.

Ultimately, **students have the responsibility for their own educational plans** and for monitoring all requirements for graduation.

You will engage with your advisor multiple times throughout your first year on campus, including introduction meetings, progress report check-ins, and course planning meetings. Course planning meetings will occur about mid-way through the semester, and your advisor will email you when it's time to schedule your appointment.

To make an appointment with an academic advisor, **use the Navigate app** or **contact the office directly**.

ADVISING MEETING NOTES
