



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 College of Education and Professional Studies **prepares students for careers in a wide variety of areas** including: counseling, teaching, health and fitness, physical education and coaching, speech and language, recreation, and military science and leadership.

Advising within the college fosters an intentional, collaborative, and ongoing partnership with students and UW-Whitewater by encouraging students to actively engage in academic and career planning, consistent with their personal values, interests, and abilities.

ADVISING INFORMATION

Elementary/Middle Education, Early Childhood Education, Physical Education, Communication Sciences & Disorders

Professional advisors in COEPS will advise these majors from when a student obtains 24 credits until they are admitted to their respective program. Once admitted, students will be assigned and advised by a faculty member in their program. Advisor information is located in both Navigate and WINS.

Human Performance

Professional advisors in COEPS will advise both on-campus and online Human Performance (HP) majors from 24 credits until they obtain 60 credits. Upon completion of 60 credits, HP majors are then advised by the Kinesiology Department until graduation. The Kinesiology Department is located in Williams Center 123 and can be reached at kinesiology@uww.edu.

Secondary Education, Art Education, Business Education, Music Education, Theatre Education

After 24 credits, secondary education majors are assigned 2 advisors. The primary advisor will be a faculty advisor within the Department of the subject they plan to teach (i.e. Math Education major will be assigned a faculty advisor in the Math Dept). Their secondary advisor will be a professional advisor in COEPS until they are admitted to their respective program. Once admitted, students will have a faculty member in their program serve as their licensure advisor.

Special Education

Special Education majors will be advised by the Special Education Department from 24 credits until graduation. Students will be assigned a faculty advisor. The Special Education Department is located in Winther Hall 5035 and can be reached at special@uww.edu.

ADVISING MEETING NOTES
