



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 and transfer requirements	Identify university services to support their wellbeing	Appreciate the value of a university and liberal arts education



Academic advising is a very important part of your college experience at UW-Whitewater Rock County. Advisors are available to assist you in developing educational plans that are compatible with your life goals. The ultimate responsibility for making decisions about your educational plans rests directly with you, but your academic advisor can help!

ADVISING INFORMATION

Your academic advisor helps you to:

- Explore your academic and career goals
- Choose classes that help you to explore your interests, identify your major, or identify courses needed for a major already chosen
- Select classes that promote your progress toward your degree
- Schedule and enroll in classes towards degree completion
- Build a class schedule that balances your homework and class load
- Obtain information on special classes and program options that will assist you achieving higher education goals and interests
- Understand AP, Transcribed, CLEP and Retro Credits
- Assist with financial aid, books, work study, hold and budget questions
- Become familiar with Canvas, WINS, Navigate and Email
- Future advising process
- Important dates and processes

Advising for New Freshman

New freshmen meet with one on one with an advisor from the Solution Center prior to the start of their first semester as part of our Student Orientation and Registration (SOAR) program. As the first semester begins, new students can meet with an advisor whenever the need arises.

Advising for Transfer/Re-entry Students

Returning, transfer and UWX students will meet an advisor prior to the start of first semester by making an appointment at the Warhawk Solution Center upon admissions and throughout your attendance at UW-Whitewater Rock County. In addition to working individually with an advisor, the university provides a number of other resources to assist students in the academic and career exploration process.

To make an appointment with an academic advisor, contact the Solution Center by calling **608-758-6541** during regular business hours, sending an e-mail to uwwrockinfo@uww.edu, or stopping by the Solution Center in Hyatt Smith Hall during regular business hours. If you are a TRiO student needing to make an appointment with your advisor, please do so through **Navigate** or call **608-758-6535**.

ADVISING MEETING NOTES
