



**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 Letters and Sciences is **firmly committed to a faculty advising model** in which students are assigned to instructional staff members within the department of their major to meet one-on-one each semester in order to track progress to degree, explore co-curricular opportunities, and prepare for the journey beyond graduation. Within the advising structure of the College of Letters and Sciences, we seek to build upon effective first-year advising, form relationships with students, and assist them in setting and achieving goals.

**The objectives of academic advising in the College are to:**

1. Provide accurate information on institutional policies, requirements, and resources and to assist individual students in making appropriate course selections to fulfill all graduation requirements.
2. Aid students in a continuing and realistic appraisal of their choice of major and their success in all aspects of the academic program.
3. Lend support and encouragement to students as they pursue their educational and personal goals.
4. Make referrals to campus resources when appropriate.
5. Support students in goal-making and future planning to include discussion of career options and prospects, graduate school, and opportunities within and beyond the curriculum to develop the knowledge, skills, and abilities desired by employers and expressed in the LEAP Essential Learning Outcomes.

## ADVISING INFORMATION

In the College of Letters and Sciences, advising support is provided by your academic advisor, your major department office, and the CoLS Advising Office.

**Your advisor can help:**

- Explore major, minor, certificate, and course options to meet your career goals
- Understand requirements for graduation including selecting and sequencing courses
- Identify co-curricular, career, and graduate school opportunities
- Address academic problems or concerns
- Navigate university policies and appeal procedures and forms

**Your major department office can help:**

- Declare or change degree type, majors, minors, and certificates
- Assign an academic advisor
- Provide information on program requirements, process class permissions, and request personalizations

**The College of Letters and Sciences Advising Office can help:**

- Explain university policies and procedures
- Process enrollment appeals (late add/ drop, late course adjustments, third attempt appeals, etc.)
- Provide complementary advising to students in certain programs and cohorts
- Work through academic concerns, connect with student support services, and troubleshoot advising issues
- Plan an individualized major or minor, declare a dual degree, and address graduation questions