University of Wisconsin Whitewater

# ADVISING SYLLABUS

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**

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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, 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, Degree Audit, Degree Plans, and reading and responding to emails



Accept responsibility for decisions made during the advising process

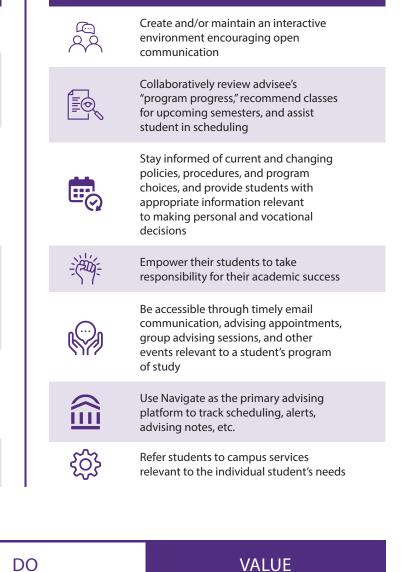
#### Through the advising process, students will

KNOW

How to contact their assigned advisor

How to interpret degree requirements

### **EXPECTATIONS FOR ADVISORS**



Recognize the benefit of having a

relationship with their academic advisor

Appreciate the value of a university

and liberal arts education

Utilize resources to identify classes

that fulfill their degree requirements

Identify university services to support

their wellbeing



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