**\*\*This syllabus should be modified to fit your needs\*\***

**Academic Advising Syllabus**

**Academic Advising & Retention Center**

Western Kentucky University

Semester: Fall 2013

Academic Advisor: Jessica Dorris

Office Location: Student Success Center, DUC A330

Office Hours: Available by appointment Monday-Friday from 8:30a.m. - 4:00p.m.

Office Number: 270-745-5065

Email Address: [jessica.dorris@wku.edu](mailto:jessica.dorris@wku.edu)

**Academic Advising & Retention Center Mission Statement**

The Academic Advising & Retention Center (AARC) serves the diverse population of WKU students, faculty, and staff as a campus-wide leader in advising, retention services, and supplemental education. The mission of AARC is to provide students with the academic support necessary to achieve their academic goals. We provide advising, student success initiatives, and training on advising for faculty and staff. Please review our website and the many services provided by AARC, The Learning Center, and the Best Expectation Programs.

**About your advisor** – I graduated from WKU in May 2008 with a Bachelor of Science in Social Work. I, like the students I serve, was an Exploratory student prior to declaring my major at the end of my Sophomore year. While working towards my degree, I was employed as a Peer Advisor within the Academic Advising & Retention Center (AARC). It was in this position that I realized my desire to advise and help students that were having difficulty discovering their path. After earning my Bachelor’s degree, I was offered a position with the Department of Community Based Services, Division of Protection and Permanency as a Child Protection Service Investigator. As a CPS worker, I investigated allegations of child abuse and neglect. After two years of service, I returned to WKU in March 2011 as the Office Coordinator in the AARC. In July 2012, I accepted a position as an Academic Advisor within the Academic Advising & Retention Center. In my role as an Academic Advisor, I coordinate all University Experience Class Tours, advise all 2nd year Exploratory students, and plan the annual Majors & Minors Fair.

**When should I meet with my advisor?** In the Fall Semester, attempt to schedule a time with me in mid-October. During the Spring Semester, attempt to schedule a time with me during mid-March. I will contact you throughout the semester to remind you of upcoming important dates or events.



Advising Responsibilities

Advisors assist students in course selection and help them navigate through their college years. Prior to registration, an advising hold is placed on all student accounts. It is necessary for students to see their assigned advisor to have the advising hold lifted.

If you are near completion of your General Educations Requirements, it is necessary for you to select a major. The Academic Advising & Retention Center may no longer advise you. Please take the time to research the academic program of your choice. Refer to the WKU Undergraduate Catalog for this information and use [TopNet](https://acsapps.wku.edu/pls/prod/twbkwbis.P_WKULogin?ret_code=5) and the [Academic Advising & Retention Center website](http://www.wku.edu/advising/index.php).

**What will I expect from you as your advisor:**

1. Initiate contact during office hours by telephone or e-mail.
2. Arrive at appointments on time (with your cell phone turned off) and cancel appointments in advance if you can’t come.
3. Come prepared for appointments. Review your degree requirements. Bring a list of courses, alternative course choices, piece of paper, a pencil, an iCAP and a list of any questions/concerns you would like to discuss. Make sure any holds are lifted (e.g., parking tickets, library fines paid) before your date to register.
4. Take placement exams for courses of your choice (Math, Chemistry). Also, please let me know if you will be taking subject examinations or have credits (Transfer, CLEP, Dual, etc.) that are not on your transcript.
5. Ask questions regarding internships and career plans (http:/www.wku.edu/CareerServ/). Ask questions about study abroad programs through WKU Office of International Programs.
6. Follow through on referrals (e.g., a visit to the Career Services Center) and discuss suggestions made.
7. After our meeting, register for the classes we discussed.

**What you can expect from me as your advisor:**

1. Availability during office hours and the opportunity for individual appointments.
2. Assistance in helping you to find academic information, including information on majors, minors, general education requirements, and other academic policies, procedures, and deadlines.
3. Referrals to appropriate people and offices if I cannot provide the necessary assistance.
4. A meeting to discuss grades and recommendations for academic improvement, if appropriate.
5. A meeting each semester before the registration periodto help with course selection and academic planning to approve your academic schedule for the next term.
6. Assistance in specific and correct course choices that are needed to prepare you for a particular major.
7. Assistance in understanding the purposes of academic requirements and their relationship to a major and career plan.

**What is** [**iCAP**](http://www.wku.edu/registrar/icap/) **and how can I run a report?** Beginning freshmen and transfers who entered WKU in fall 2005 and after may use iCAP to monitor their progress toward the completion of their degree requirements. To run a report:

1. Login to your TopNet Account
2. Once logged in, click on “Student Services”

If you are interested in a particular major and would like to see the courses required for that major you can run a

“What If” audit in iCAP.

1. Click on “iCAP (Interactive Degree Audit)”
2. Click on “Submit an Audit”
3. Click “Run Audit”
4. Click “View Submitted Audits
5. Click “Refresh” until audit appears
6. Click on major to view audit.

If you have decided to pursue a major, please contact the office of your choice and complete a change of major form.

How do I Change my Major?

1. Login to your TopNet Account
2. Once logged in, click on “Student Services”
3. Click on “Student Records”
4. Click on “Major, Minor, Concentration, Advisor Change Form”
5. Choose your desired major  from the Major 1 dropdown menu
6. Choose Yes, I request an advisor change from the Advisor 1 dropdown menu
7. Submit your requested changes
8. Confirm your changes
9. Print out the form and bring it to the location indicated on the bottom of the page for signatures.

How do I know if I have holds on my account?

1. Login to your TopNet Account
2. Once logged in, click on “Student Services”
3. Click on “Student Records”
4. Click on “View Holds”
5. There could be three different types of information from this screen
6. No holds exist
7. An advising hold exists on your account-contact your advisor for an appointment
8. Holds will be listed with a phone number to contact regarding specifics to that hold.

When do I register for my classes?

For all information regarding registration, please go to the following site: <http://www.wku.edu/registrar/academic_calendars/>

How do I know what courses are available for me to take?

1. Login to your TopNet Account
2. Once logged in, click on “Student Services”
3. Click on “Registration”
4. Click on “Schedule of Classes and ‘Look Up Classes to Add”-the screen will ask you to select a semester term
5. Use the dropdown menu under Search by Term to select the term in which you would like to search, Click “Submit”
6. On this page you can select by subject, instructor, day or evening courses, and campus. To do this, just highlight the important items you would like to search by
7. Once you have highlighted the appropriate fields you need, then click “Class Search”
8. When you find the class you would like to take, jot down the CRN, the course name, and the days and times it meets

How do I register for my classes after meeting with my advisor?

1. Login to your TopNet Account
2. Once logged in, click on “Student Services”
3. Click on “Registration.”
4. Click on “Register/Add/Drop Courses”-the screen will ask you to select a semester term
5. Scroll down to Add Classes Worksheet-Put the CRN of the classes for which you would like to register
6. Click “Submit Changes”
7. Go back to Student Services
8. Click on “Registration”
9. Click on “Student Summary Schedule”

# After seeking help from your own advisor, students are welcome to visit Academic Advising and Retention Center, DUC A330, (270) 745-5065 or email: academic.advising@wku.edu with any unanswered advising questions.

**Important Dates/Advising Timeline:** This information can be found at:

<http://www.wku.edu/registrar/academic_calendars/>

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| **FALL SEMESTER 2013** | |
| Classes Begin | Monday, August 26 |
| Labor Day (university closed) | Monday, September 2 |
| Fall Break (no classes; offices open) | Thursday and Friday, October 3-4 |
| Second Bi-Term Begins | Thursday, October 17 |
| Thanksgiving Holiday (university closed) | Wednesday-Friday, November 27-29 |
| Final Examinations | Monday-Friday, December 9-13 |
| Commencement | Saturday, December 14 |
| Final Grades Due | Tuesday, December 17 (noon) |
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| **SPRING SEMESTER 2014** | |
| Classes Begin | Monday, January 27 |
| Spring Break | Monday-Friday, March 10-14 |
| Second Bi-Term Begins | Monday, March 24 |
| Final Examinations | Monday-Friday, May 12-16 |
| Commencement Weekend | Friday and Saturday, May 16-17 |
| Final Grades Due | Tuesday, May 20 (noon) |