

## *Academic Advising Syllabus*

### *Western Kentucky University*

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**Appointments:** By appointment through Advisor Calendar in TopNet  
**Text/Materials:** University Undergraduate Catalog and Student Handbook  
iCAP Audit  
Student Self-Assessment

#### **Academic Advising Description:**

Academic advising is a collaborative process between students and their advisors in order to ensure that students meet their personal, academic, and career goals. This student/advisor partnership requires participation and involvement of both the advisor and the student. Both have clear responsibilities for ensuring the advising partnership is successful.

Students with a declared major work closely with an advisor from the academic department that administers that particular program of study; beginning freshman and transfer students who enter the University with selected programs of study are assigned academic advisors in their chosen disciplines

#### **ADVISEE RESPONSIBILITIES – What You Are Expected To Do**

As an advisee, you have clear responsibilities in the advising partnership in order to be successful. You are expected to:

- Initiate contact with me by telephone or e-mail.
- Come to appointments **ON TIME** (with your cell phone turned off) and cancel appointments if you can't come.
- Talk to me if you are concerned about any aspect of your university experience.
- Discuss important decisions or questions about your education (e.g., choice of major, change of major, change of college) well before the registration period.
- Schedule appointments for pre-registration advising **as early as possible**.
- **Come prepared for appointments. Review your degree requirements. Review your current iCAP degree audit. Come with a list of courses, course sections, alternative course choices, and the meeting times of these courses. Make sure any holds are lifted (e.g., parking tickets paid, library fines paid) before your date to register.**
- Follow through on referrals made by me (e.g., a visit to the Career Services Center).
- Register for the classes we discuss and inform me if changes are made.
- Keep a personal record of your progress.
- Organize official documents in a way that enables you to access them when needed.
- **Accept responsibility for decisions.**

## **ADVISOR RESPONSIBILITIES – What You Can Expect**

You can expect me as your advisor to:

- Be available during office hours for individual appointments.
- Assist in helping you to find academic information, including information on majors, minors, general education requirements, and other academic policies, procedures, and deadlines.
- Assist in making referrals to appropriate people and offices if I cannot provide the necessary assistance.
- Discuss grades and recommendations for academic improvement, if appropriate.
- Meet with you each semester before the registration period to help with course selection and academic planning to approve your academic schedule for the next term.
- Assist with specific and correct course choices that are needed to prepare you for the particular major.
- Assist you in understanding the purposes of academic requirements and their relationship to a major and career plan.
- Assist in helping you to learn how to make academic decisions, how to discover the range of options available to you, and how to think through the consequences of choices.
- Maintain confidentiality.

## **EXPECTED STUDENT LEARNING OUTCOMES**

Through the academic advising experience, you should be able to:

- Demonstrate the ability to make effective decisions concerning your degree and career goals.
- Develop a plan for successfully achieving your goals and select courses each semester to progress toward fulfilling that plan.
- Utilize resources and services on campus to assist you in achieving your academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Accurately read and effectively utilize a degree audit in your educational planning.

Please take the time to research the academic program of your choice. Refer to the WKU Undergraduate Catalog for this information and use TopNet or iCAP to monitor your progress toward the completion of your degree requirements.

### **Student Accessibility Resource Center**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations must contact the Office for Student Accessibility Resource Center in Downing University Center, 1074 The phone number is 270 745 5004. Please **DO NOT** request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Accessibility Resource Center.