Academic Advising Syllabus

Semester: Fall 2012
Academic Advisor: Carol Alicie
Office Location: Mass Media & Technology Hall, Room 212
Office Hours: Available by appointment Monday-Friday from 8:30a.m. - 4:00p.m.
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School of Journalism and Broadcasting

The school holds as its ultimate aim the encouragement of students to be active participants in today's society, with the hope and expectation that some will assume leadership roles in advertising, broadcasting, graphic design, photojournalism, journalism, public relations and other communication areas.

About your advisor

I have worked at WKU since March 2003. I began my career in the Orientation Office (now ATP) and then became an Advising Associate in the AARC before becoming an Academic Advisor. I graduated from Middle Tennessee State University with a major in Sociology and minors in Psychology and Criminal Justice. I earned a Masters in Communication from WKU.

I have a daughter who earned a degree from WKU in Biochemistry. She currently works in Houston at the M.D. Anderson Cancer Center doing research. Additionally, my father earned his Masters in City Planning from WKU. For these reasons I bring a broad view of advising that will aid me as I work with you.

My priority is to help students graduate and become productive, successful citizens. I am available to help you find the answers you need to advance to graduation and beyond.

When should I meet with my advisor?

In the Fall Semester, schedule a time with me in mid-October. During the Spring Semester, 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 student accounts, unless the student has earned 90 hours AND filed an Application for Graduation with the Office of the Registrar. It is necessary for students to see their assigned advisor to have the advising hold lifted.
WHAT 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 cannot come.
3. Talk to me if you are concerned about any aspect of your university experience.
4. Come prepared for the appointment. 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 have been dealt with (e.g., parking tickets, library fines paid) before your date to register.
5. Take placement exams as required (Math, Chemistry). Also, please let me know if you will be taking subject examinations or have incoming credits (Transfer, CLEP, Dual, etc.) that are not currently on your transcript.
6. Ask questions regarding internships and career plans (http://www.wku.edu/career/). Ask questions about study abroad programs through the WKU Office of International Programs.
7. Follow through on referrals (e.g., a visit to the Career Services Center) and discuss suggestions made.
8. 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 period to 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 and how can I run a report?  http://www.wku.edu/ace/tutorials.php  Beginning freshmen and transfers who entered WKU in fall 2005 and after may use iCAP to monitor your progress toward the completion of your degree requirements. To run a report:
(1)Login to your TopNet Account
(2)Once logged in, click on “Student Services”
(3)Click on “iCAP (Interactive Degree Audit)”
(4)Click on “Submit an Audit”
(5)Click “Run Audit”
(6)Click “View Submitted Audits”
(7)Click “Refresh” until audit appears
(8)Click on major to view audit.

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) 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”
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
   (1) No holds exist
   (2) An advising hold exists on your account—contact your advisor for an appointment
   (3) 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/

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”

Important Dates/Advising Timeline: This information can be found at:
http://www.wku.edu/registrar/