

Academic Advising Syllabus

Student Resource Center (SRC)

Washington State University Vancouver

Advisor:

Office: Student Resource Center (SRC): Lower Level Student Services Center

Contact: 360-546-xxxx xxxx@vancouver.wsu.edu

Advising Hours: By Appointment - Call (360) 546-9155 to schedule
DROP-IN HOURS:

- ✓ Please call to reschedule if you will be more than 10 minutes late
- ✓ Bring information and homework from last appointment with you to the meeting

Required:

<http://admin.vancouver.wsu.edu/academic-affairs/advising>

Academic Calendar

Degree Audit Report (DARS)

Schedule of Classes

Student Handbook

University Catalog

Writing Portfolio

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Additional Resources:

Career Services

Disability Services

Education Abroad

e-Tutoring

Financial Aid and Scholarships

Personal Counseling

Quantitative Skills Center

SRC Tutoring

Student Involvement

Success Skills Workshops

Supplemental Instruction

Veteran's Affairs

Writing Center

Academic Advising Agreement

Academic Advising is a developmental and collaborative process in which students seek and receive guidance in the development and achievement of meaningful academic and career goals that are consistent with their interests, values and abilities. While the ultimate responsibility rests with the individual student, academic advisors guide students as they think critically, seek out resources, and develop action steps in an atmosphere of mutual respect and learning.

Students and advisors play a role in achieving this vision of academic advising. Responsibilities are described below.

Students:

- Assess the fit of their academic goals with their interests, values and abilities and evaluate progress towards these goals.
- Actively take part in the advising process through their participation in advising meetings and follow-up activities.
- Use tools available to develop and take action towards educational goals.
- Access appropriate campus services and resources to promote academic success.

Advisors:

- Provide personal, meaningful connection and respectful interaction with students.
- Facilitate students' problem-solving, decision making, and evaluation skills.
- Assist students with clarifying their educational and career goals.
- Evaluate and monitor student academic progress and its impact on achievement of goals, advise on the selection of appropriate courses and other educational experiences.
- Facilitate an appropriate balance between efficient degree and/or program completion and the development of academic interest and intellectual development.
- Provide accurate and timely referrals to other campus and community resources.

Advising Learning Outcomes

The Student Resource Center advising team supports and challenges students and encourages their educational and personal development. The advising process assists students in academic planning and facilitates the development of the following transferable skills that are critical to success in and out of the academic environment:

- Critical Thinking and Analysis
- Initiative / Independence
- System Navigation
- Goal Setting and Planning

Time	Your Tasks:
As a New Student	<ul style="list-style-type: none"> - Set up Network ID - Set up WSU email: www.email.wsu.edu/outlooklive.html - Schedule a Campus Tour: www.vancouver.wsu.edu/tour - Reserve your space & attend an Orientation (ROAR): www.vancouver.wsu.edu/roar - Obtain Student ID card (2nd floor of Student Services Building – Cougar Center) - Meet with your advisor in the Student Resource Center
Before the Start of the Term	<ul style="list-style-type: none"> - Register for Classes (Locate your classrooms before the 1st day of classes) - Purchase: Books, C-Tran/Parking Permit - Complete Financial Aid and Scholarship Processes - Review the Academic Calendar, including Add/Drop Deadlines, Payment Due Dates, and Scheduled Holidays
First Day of Classes	<ul style="list-style-type: none"> - Attend First Day of Classes <ul style="list-style-type: none"> - If you are not in class on the first day, you will miss important information, including the syllabus. Also, the instructor may give your class spot away if there are students waiting to add the class. -SRC Academic Coordinators host drop-in hours the entire first week of classes. Stop by with any follow up questions.
Early in the Term	<ul style="list-style-type: none"> -Schedule a follow up advising appointment to discuss further academic and career planning. -Introduce yourself to your instructors during their office hours. Take this opportunity to clarify any questions you have regarding the course syllabus, as it serves as the contract between you and your instructor. - Assess your progress, and utilize the academic resources available to you. For a list of options, visit http://studentaffairs.vancouver.wsu.edu/student-resource-center/advising and choose “Tutoring and Learning Support” under “Helpful Resources.” -Career Services offers workshops, resources, and individual consultations for students throughout their education at WSU Vancouver. Check out options at www.vancouver.wsu.edu/career.
Middle of the Term: October & March	<ul style="list-style-type: none"> - Make an appointment with your advisor in the SRC for advising and planning for next term. <p>COMPLETE THE FOLLOWING PRIOR TO YOUR ADVISING APPOINTMENT:</p> <ol style="list-style-type: none"> 1. Complete “next steps” from prior advising appointment. 2. Complete the required “Advising Homework” at http://studentaffairs.vancouver.wsu.edu/student-resource-center/advising, and bring a copy with you to your scheduled advising appointment.
Registration Period	<ul style="list-style-type: none"> - Sign onto zzsis.wsu.edu and enroll in classes
Ongoing and Critical Deadlines	<ul style="list-style-type: none"> - Develop an educational and career plan - Learn about graduation and degree requirements - Apply for scholarships at www.vancouver.wsu.edu/scholarships. <ul style="list-style-type: none"> WSU System Wide Deadline: January 31, 2012 WSU Vancouver Deadline: March 31, 2012 - Apply for Financial Aid as early as possible, www.vancouver.wsu.edu/finaid. The FAFSA application for the 2012-2013 academic year becomes available Jan. 1, 2012.