

# University of Wisconsin – Eau Claire

## Mission Statement for Advising

The mission of Academic Advising is to support students in their intellectual, personal and social development within the academic advising setting. Our primary student populations are those who have not yet declared a major. In addition, advisers serve transfer students, special students, including high school specials, conditionals and others who are uncertain about their major. Academic advisers work with students individually and in small groups to develop meaningful educational and career goals that foster the realization of their full potential, both in college and beyond. Academic Advising also supports academic departments by providing faculty development on advising issues and coordinates and disseminates academic advising information campus-wide.

### Our Goals:

- To help students clarify suitable educational and career goals
- To help students select appropriate courses and other educational experiences to reach their goals
- To help students understand graduation requirements, academic policies and procedures
- To teach students how to retrieve information on their own
- To help students in academic difficulty determine what has caused them to be unsuccessful and to help them develop a plan that will lead to success
- To help students enhance their decision-making skills
- To connect students with other sources of information and support.
- To be a clearinghouse for current academic advising policies and procedures, including the interpretation and dissemination of program and institutional requirements;
- To provide faculty development on academic advising issues for faculty advisers, First Year Experience faculty, and Summer Orientation Advisers.

# **Academic Advising**

## **As Defined in the UW-Eau Claire Faculty-Staff Handbook**

Because academic advising is an important component of a student's academic experience, the University has established a system of faculty and academic staff advising intended to bring each student into a friendly, helpful relationship with a faculty or academic staff member who shares the student's academic or professional interests. Any teaching member of the faculty or academic staff may be asked to serve as an academic adviser to a number of students who have elected a major or minor in the faculty or academic staff member's department.

**Adviser responsibility.** Major advisers are expected to be available to their advisees by maintaining a reasonable number of office hours and by providing other appropriate means of communication. Major advisers are responsible for a) monitoring their advisees' progress towards the fulfillment of all applicable degree requirements and for b) providing ongoing consultation for students on such matters as course selection, work-load, academic achievement, and development of a comprehensive, long-range academic and career plan. Major advisers should also attempt to help their advisees with personal concerns through referrals to appropriate services.

Major advisers are expected to initiate meetings with new advisees and to monitor closely freshmen advisees and those who are experiencing academic difficulties. Advisers are expected to be knowledgeable about the requirements of a particular major, the General Education program, academic policies and regulations of the University, and sources of assistance such as Advising, Career Services, the Academic Skills Center, and Counseling Center.

Major advisers are required to sign all program and schedule changes during the student's freshman and sophomore years, and all course withdrawals throughout the student's undergraduate career.

# College of Arts & Sciences

## Advice about Academic Advising

Academic Advising is an essential ingredient for successful completion of the baccalaureate degree. Together, the adviser and the student can clarify goals and career choices in an atmosphere of open communication. Students should feel free to ask questions, share problems, seek referrals, and consider matters that will enhance the quality of student life. The responsibilities outlined in this booklet are offered to help heighten adviser and student understanding of the advising relationship.

### AS AN ADVISER YOU SHOULD:

- Know policies and procedures concerning program requirements, University graduation, and academic progress outlined in the University *Catalogue*, the course schedule, relevant departmental materials and the Faculty Advising Handbook.
- Know what is required for students to maintain good academic standing.
- Be proficient in the use of the Blugold system in order to obtain information about your advisees and about curricular offerings.
- Know how to use the degree audit produced by the Office of the Registrar.
- Know about graduation, program, and major requirements as well as departmental offerings.
- Know about university policies and procedures for adding or withdrawing from a class, requesting a change of grade basis, petitioning for a waiver or substitution, withdrawing from the university, requesting a change of final exam time, and determining academic standing.
- Know about referral services available on campus such as the Academic Skills Center, Career Services, or Counseling Services.
- Maintain a reasonable number of office hours for advising and utilize other means of communication such as email and telephone to contact advisees.
- Initiate meetings with new advisees and closely monitor freshman advisees
- Be familiar with the advisee's file before the student arrives for an appointment; have the student's Personal Access Code (PAC) available.
- Assist advisees with class scheduling and long-range career planning.
- Be honest and realistic with advisees concerning their academic progress and career goals.
- Keep accurate records of meetings with advisees.
- Participate in any adviser updates sponsored at the departmental level.

### AS A STUDENT YOU SHOULD:

- Know policies and procedures concerning your program requirements, University graduation, and academic progress outlined in the University *Catalogue*, the course schedule, and relevant departmental materials.

- Know what is required for you to maintain good academic standing.
- Maintain personal copies of grade reports, degree audits, transfer credit evaluations, and other information regarding your university education.
- Know how to access information on your academic progress via the Blugold system.
- Use electronic mail to contact (or respond to) your adviser.
- Initiate appointments with your adviser at least once a semester and follow up on adviser recommendations.
- Prepare for your meeting with your adviser by reading your degree audit and bringing it with you to the meeting.
- Request a *What if...* degree audit from the Registrar if you are considering changing a major, minor, or catalogue.
- Have some vision of your academic career; prepare a semester by semester plan to enable you to complete your degree in a timely fashion.
- {Prepare for your meeting with your adviser by creating a list of questions or concerns; ask questions until you understand.,
- Evaluate periodically the amount of time you allocate to course work, employment, and personal life. Try to strike a balance that ensures good academic progress.
- Identify a faculty member in your minor area to serve as an adviser.
- Notify the Office of Special Services concerning any disability you might have, and discuss with that office your need for specific accommodations.
- Be aware that you may need to change advisers; if so, discuss this with your current adviser or consult with the personnel in the appropriate department office.
- Make your own decisions on matters of course selection and withdrawals, and then accept responsibility for the impact of those decisions on your academic progress and standing.

### **TIPS FOR ADVISERS**

- Consider small group advising sections
- Extend office hours during preregistration
- Remind students, when using email or other contacts, of your office hours and phone number
- Consider building a custom adviser checklist for efficiently conducting advising sessions
- Initiate early meetings with new advisees to help build a strong relationship
- Keep up-to-date Catalogues, Schedule Bulletins, and a Faculty Adviser handbook at hand for easy reference
- Urge your advisees to continue conferring with you even beyond the visits required to obtain a Personal Advising Code (PAC)

(Reprinted from the "A&S Advising Brochure," 1997)