

## Academic Advising Syllabus

University of Wisconsin-Whitewater, Academic Advising & Exploration Center (AAEC)  
uww.edu/advising/AAEC

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<b>Advisor:</b>	Academic Advising & Exploration Center
<b>Office:</b>	2054 Roseman Building
<b>Phone:</b>	262.472.5220 262-472-4646 (call to schedule an appointment)
<b>Email:</b>	advising@uww.edu
<b>Advising Office Hours:</b>	Monday – Friday 8:00 a.m. - 4:30 p.m. An advisor is available for walk-ins from 8 a.m. - 4:30 p.m.

### Expected Learning Outcomes For AAEC Advisees:

You will:

- understand the general education requirements
- clearly understand the purpose and format of your Advising Report (AR)
- know the advising process and where you will be advised in future semesters
- utilize WINS as a resource for advising and registration
- understand individual college admission requirements when appropriate

### You Can Expect Your Advisor to:

- understand and effectively communicate UW-Whitewater policies and procedures
- listen to your concerns and respect your individual values and choices
- help you evaluate and define your academic, career, and personal goals
- support and encourage you as you work toward meeting your educational goals
- be available to answer your questions through scheduled meetings, walk-ins, phone or email
- demonstrate how to utilize WINS and the AAEC Website (uww.edu/advising/AAEC)
- refer you to other campus offices as appropriate

### Your Advisor Expects You to:

- schedule and attend advising appointments on time
- come to appointments
- review your AR each semester and track your progress towards completing your graduation requirements
- read your UW-Whitewater email
- become knowledgeable of campus policies, procedures, and resources
- come to your appointments prepared with questions and/or topics to discuss as well as all necessary advising materials
- be responsible for your own educational plans and for monitoring all requirements for graduation

### Required Materials and Resources:

- Windows to UW-Whitewater
- Advising Report (AR) from WINS
- Undergraduate Catalog
- Pen or pencil and paper
- Planner or calendar