



Academic Advising at the University of Wisconsin-Whitewater engages advisors and students in a relational process to define, plan, and achieve success. This syllabus **outlines expectations for students and advisors** and the outcomes students will experience through actively engaging in the advising process throughout their time at the University.

EXPECTATIONS FOR STUDENTS



Regularly schedule, attend and keep advising appointments



Communicate openly and honestly with their academic advisor regarding issues affecting goals and academic performance



Maintain a professional relationship with their academic advisor, including punctuality, attending meetings, being prepared for appointments, and contacting the advisor in a timely manner if rescheduling a meeting is necessary



Be an active participant in the advising process by preparing questions for their advisor and reviewing grades, AAR, degree audit, etc. to identify courses they would like to take to complete their degree in a timely manner



Take responsibility for their academic success by utilizing the available resources including: WINS, Navigate, AAR, Degree Plans, and reading and responding to emails



Accept responsibility for decisions made during the advising process

EXPECTATIONS FOR ADVISORS



Create and/or maintain an interactive environment encouraging open communication



Collaboratively review advisee's "program progress," recommend classes for upcoming semesters, and assist student in scheduling



Stay informed of current and changing policies, procedures, and program choices, and provide students with appropriate information relevant to making personal and vocational decisions



Empower their students to take responsibility for their academic success



Be accessible through timely email communication, advising appointments, group advising sessions, and other events relevant to a student's program of study



Use Navigate as the primary advising platform to track scheduling, alerts, advising notes, etc.



Refer students to campus services relevant to the individual student's needs

Through the advising process, students will

KNOW	DO	VALUE
How to contact their assigned advisor	Utilize resources to identify classes that fulfill their degree requirements	Recognize the benefit of having a relationship with your academic advisor
How to interpret degree requirements	Identify university services to support their wellbeing	Appreciate the value of a university and liberal arts education



The UW-Whitewater College of Business and Economics is an **inclusive, collaborative and entrepreneurial learning community** dedicated to sharing values, knowledge and skills to prepare current and future business professionals to contribute successfully and responsibly in a global business environment. Our efforts to engage in high-quality instruction, research and professional activities add value by:

- Providing an engaging environment for educating undergraduate and graduate students that advances critical thinking, innovative problem-solving, ethical behavior, leadership and a commitment to diversity
- Developing and sustaining partnerships with key stakeholders that lead to mutually beneficial opportunities for students, alumni, faculty, businesses and the regional community
- Developing and retaining a high-quality faculty whose members strive for excellence, are current in their fields and make scholarly contributions through discipline-based, applied and pedagogical research

ADVISING INFORMATION

Professional advisors in CoBE will advise all majors within the college once they reach 24 credits. An advisor will be assigned to students once final grades have been posted at the end of the semester. CoBE advisors will reach out via email once WINS has been updated and are located in Hyland Hall 1200.

Advising within the college is **intended to be an ongoing partnership** between academic advisors and students.

To make an appointment with an academic advisor, use the Navigate app or contact the office directly.

ADVISING MEETING NOTES
