

Good Advising: A Shared Responsibility

	Students	Faculty
Treat Each other with Respect	- Listen carefully to faculty advice - Make yourself reasonably available to meet with faculty - Communicate politely; maintain civility in all interactions	- Listen carefully to student concerns - Make yourself reasonably available to meet with advisees - Communicate politely; maintain civility in all interactions
Understand their Advising Duties	- Plan ahead by scheduling an appointment with your adviser in advance of the registration period - Try to see your advisor during his/her office hours - Check your WCU email account daily. You are responsible for reading all messages in a timely manner and for meeting deadlines	- Communicate availability for meetings and response time to students and inform them of how they should schedule meetings with you; inform them of the process for getting advice over winter/summer breaks - Attend regular office hours - Check WCU email to respond to student questions
Work to Clarify Students' Professional & Life Goals	- Discuss your professional and life goals with your advisor, to discover how academic planning can help you achieve them - Accept responsibility for your decisions and your actions (or inactions)	- Assist students in their efforts to formulate professional and life goals, to help them plan academic routes to achieve those goals - Guide students in understanding the consequences of their decisions and actions (or inactions)
Contribute to Realistic Academic & Career Plans	- Take advantage of campus resources for professional development, such as individual in-person assistance at the Career Development Center - Do independent research into jobs and career paths - Work on and follow a realistic academic plan; identify options when the plan encounters obstacles	- Refer students to campus resources for professional development, such as individual in-person assistance at the Career Development Center - Help students make connections between classes and professional life - Assist student in making a realistic academic plan; identify options when the plan encounters obstacles. Alert department chairs when you see patterns of obstacles
Educate yourselves about Institutional Policies, Procedures and Opportunities	- Familiarize yourself with the policies in the Undergraduate Catalog – repeats, probation, academic integrity, harassment, etc. - Familiarize yourself with your major program's special requirements (such as FATE for ed majors) - Learn how to interpret university and program policies, procedures, and regulations	- Provide accurate information about institutional policies and procedures – repeats, probation, academic integrity, harassment, etc. – and refer students to appropriate offices - Provide accurate information about students' major program special requirements (such as FATE for education majors) - Keep up to date with university and program policy changes and emphasize these to advisees.
Make Good Class Choices	- Devise an initial plan for your course schedule and take it to your advising meeting - Actively participate in monitoring your degree progress by regularly accessing your Degree Progress Report (DPR) and by referencing the university catalog - Know your degree requirements so that you can choose classes wisely	- Assess and adjust student class plans accurately - Maintain an understanding of general education requirements, including changes, to assist advisees with correct course selection - Assist students in accurately choosing courses that satisfy academic requirements and help them actualize their career goals
Address Challenges through Knowledge & use of Campus Resources	- Learn about the resources available to you on campus, such as counseling, tutoring, housing, etc. - Know that help is available on campus, and don't hesitate to ask for assistance - Be prompt in responding to problems, such as academic probation	- Makes appropriate referrals to students experiencing academic, emotional, or interpersonal challenges: counseling, tutoring, housing, etc. - Connect students to the people or office that can help them - Help students recover from problems: for example, by submitting and following up on Academic Recovery Plans
Use available Tech Tools	- Actively monitor your progress by regularly accessing your Degree Progress Report, by examining your program's advising sheets, and by referencing the university catalog - Learn to utilize and regularly access myWCU	- Be able to use the Degree Progress Report and assist students in understanding how to use it - Document students' degree progress, including using myWCU Advisor Comments