

ACADEMIC ADVISING SYLLABUS

The Advising Center offers comprehensive academic advising to all undeclared undergraduate students at Western Carolina University. The Center provides a holistic approach to advising by addressing students' academic and social potential.

Advisors help students to select proper courses, to choose careers and appropriate majors, to understand university academic policies and procedures, and to cope with the transition to college.

Location: 214 Killian Annex
Hours: Monday through Friday 8:00 – 5:00
Phone: 828-227-7753
Fax: 828-227-7022
Web site: <http://www.wcu.edu/12173.asp>

Objectives of Advising

- ✓ *Understand Liberal Studies and institutional requirements both in and out of your major.*
- ✓ *Understand the value of a liberal arts and sciences education.*
- ✓ *Understand the relationship between your chosen major and your career plans.*
- ✓ *Utilize the resources available to you on campus such as the Academic Success Centers, Career Center, and Counseling Services.*
- ✓ *Explore extracurricular activities to enhance your education and overall college experience.*

Advisor and Advisee Responsibilities

To accomplish these objectives **your Advisor** will:

- Assist you in exploring areas of study and corresponding career options in order to help you choose appropriate majors, minors, and concentrations.
- Actively listen to your questions and concerns and take steps to provide information and support as needed.
- Explain institutional policies and procedures, Liberal Studies requirements, academic programs, and student services.
- Refer you to campus services, organizations, and faculty and staff members as needed to facilitate academic performance and enhance your college experience.
- Provide accurate, relevant information to you as it becomes available.
- Demonstrate how to use advising tools such as My Cat, the Degree Audit, and campus websites to gather information and track your progress.
- Assist you in establishing goals and help you track your progress towards those goals.
- Create a safe, positive environment in which you are free to explore ideas and interests regarding personal, academic, and career goals.
- Communicate with you via your Catamount email account and advising appointments.
- Assist you in the development of decision-making skills, self-evaluation skills, and educational plans.
- Maintain confidentiality.

To accomplish these objectives **you** will:

- Explore different majors and career options that accompany them. Reflect on your interests and values to pick a discipline that is a good fit for you.
- Attend Advising appointments as scheduled, at least once per semester. Bring a list of questions or areas of interest to discuss.
- Understand the role institutional policies and procedures, liberal studies requirements, academic programs, and student services play in your academic experience.
- Use campus services such as the Academic Success Centers and Career Center, talk to faculty and staff members as needed, and explore extracurricular activities in order to facilitate your academic achievement.
- Follow-up on referrals and inform your Advisor of the outcome of referrals.
- Use advising tools such as My Cat, campus websites, and the Course Catalog to gather information and track your academic progress.
- Be thoughtful about your educational plan. Set short and long-term goals for your achievement.
- Meet with your major Advisor, pre-professional Advisor(s), professors and other individuals on campus who can help you succeed.
- Check your Catamount email account on a regular basis. Attend appointments as scheduled.
- Accept responsibility for your decisions and actions.
- Be aware of your rights under the Family

Policies & Procedures of Academic Advising

► **Your Advisor:** New students are assigned an Academic Advisor in the Advising Center. Your Advising Center advisor will be your primary advisor until you declare a major, at which time you will be assigned a faculty advisor in your academic department. Your Advising Center advisor would continue as your secondary advisor.

► **Scheduling:** Appointments with your Advising Center advisor are scheduled using AdvisorTrac at <http://advising.wcu.edu/12652.asp>

► **Walk-Ins:** Walk-In appointments are available; however, please be aware that Advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion.

► **Cancellation of Appointments:** You can cancel an appointment in Advisor Trac by going to <http://advising.wcu.edu/12652.asp>

► **Etiquette:** Please arrive five (5) minutes early for your appointment. If you are going to be late for your appointment, please notify the office immediately. Whether you are waiting in the Advising Center office or meeting with your Advisor, please turn off cell phone and text messaging devices.

► **Communication Protocol:** E-mail communication via a student's Catamount account is the official method of Advising Center communication at Western Carolina University. Due to privacy regulations, your Advisor will communicate solely through the University assigned Catamount account. While some inquiries may be resolved through email correspondence, most situations benefit from scheduling a face-to-face appointment for further discussion.

Advising Tools & Resources

- **Advising Center Website** <http://www.wcu.edu/12173.asp>
- **My Cat** <https://catamount4.wcu.edu/cp/home/displaylogin> This secure site provides students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can check e-mail, register for courses, make secure credit card payments, and explore the Internet.
- **Academic Calendar** <http://www.wcu.edu/24088.asp>
- **University Catalog** <http://catalog.wcu.edu/>