

Academic Advising Syllabus
University Advising Center — Wayne State University

Our Mission

We assist our diverse student body to transition and thrive in an academic environment, mature socially and intellectually, and graduate.

Through training and advising in a safe and trusting environment, we provide the tools, strategies, and campus resources necessary for success.

Philosophy of academic advising

Academic advising is the process in which you, the student, and advisor work together to set goals for your academic life. It is a collaborative process, and ultimately, you – the student – are responsible for your educational experience. Higher education has the potential to change your life for the better if you set goals and strive to achieve them. As you pursue your degree, you have the power to make changes that will set the course for a lifetime of learning. Our hope is that we can help you set those goals and encourage you to pursue and reach them. University Advising Center advisors will not “prescribe” answers or programs to you, but will encourage you to find academic areas that you enjoy and do well in. You will be in charge of reaching those goals and we challenge you to excel, and we will help in whatever way possible.

Contact Information

University Advising Center
1600 David Adamany Undergraduate Library
Phone (313) 577-2680
e-mail: univadvising@wayne.edu

Advising by appointment:

wams.wayne.edu/GO/uac

Office Hours: Thurs. 8:30 a.m. - 7:00 p.m.

Mon, Tues, Wed & Fri., 8:30 a.m. - 5 p.m.

Policies and Procedures for Advising:

- We advise exploratory/undecided students in the College of Liberal Arts and Sciences, Pre-Nursing, Pre-Social Work, Pre-Medicine, and Pre-Pharmacy and Health Sciences.
- If you know you will not be able to keep an appointment, please cancel or reschedule.
- Please turn off cell phones during your meeting.
- Check your WSU email regularly. This is the only email account that the University will use to contact you.
- When you email faculty or staff members, be professional. Be sure to clearly explain questions or requests. Please be sure to sign your name and include your student number.
- When a referral is made, make sure you get a contact name and specifics regarding the service you received so that your advisor can follow-up if necessary.

We Expect Students To:

- schedule regular appointments and/or contacts during each semester
- be on time for your scheduled appointment
- come to appointments prepared with questions and/or topics to discuss
- accept responsibility for your decisions and actions
- be open to developing and clarifying your personal values and goals
- be knowledgeable about college programs, policies, procedures, and opportunities as appropriate
- keep a record of your academic progress and goals
- be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)
- be an active learner by participating fully in the advising experience
- gather all relevant decision-making information
- organize your official records and make them accessible to your advisor
- activate your WSU email account and check your email regularly (at least 2 to 3 times per week)
- familiarize yourself with the academic calendar and be aware of deadline dates
- seek help when needed and use appropriate campus resources

About Your Advisor

Your advisor is a professional who has expertise in locating information, interpreting university policies and requirements, navigating the institutional maze, and assisting you in exploring options. During your meeting, you can expect to receive courteous service, accurate information, and referral to appropriate campus resources from a caring professional who is interested in connecting you with all that Wayne State has to offer.

Working with an academic advisor in the University Advising Center can ensure that you are knowledgeable about program, college, pre-professional and university requirements and are taking courses which will apply to your desired course of study. Advisors can assist with choosing and changing an academic program or major; preparing for professional school; and locating appropriate campus resources for career exploration or to address a variety of issues and problems.

You Can Expect Your Advisor To:

- understand university requirements, and effectively communicate them to you
- provide a safe place where you can share your thoughts, aspirations, concerns, and interests
- provide resources, referrals, and strategies for using available resources on campus
- listen carefully to your questions, concerns, and confusions
- encourage and support you as you gain the skills and knowledge necessary for success
- assist you in making course and major decisions
- assist you in understanding the purposes and goals of higher education
- be accessible to students during posted office hours, by telephone, email or web
- maintain confidentiality

Preparing for Your Advising Session

Come to your session prepared with questions that you would like to discuss. If you are meeting with an advisor to talk about requirements, do your homework first by reviewing information provided on Degree Works and Schedule of Classes web sites. If you need to talk with an advisor about academic difficulties, be prepared to identify and discuss obstacles. Have a tentative plan for addressing the identified obstacles and be willing to follow up on the recommendations made by your advisor. If you are meeting an advisor for course selection, bring a list of possible courses to your session. Planning ahead can make your time with an advisor more productive.

Recommended Resources to Review

University Advising Center web site: www.advising.wayne.edu

Wayne State University Programs at: <http://wayne.edu/academics/programs.php>

Academic Success Center at: <http://www.success.wayne.edu/>

University Services at: <http://www.advising.wayne.edu/stsrv.php>

Degree Works at: a.wayne.edu

Expected Student Learning Outcomes

- Students will develop an educational plan for achieving their goals, including selecting appropriate courses.
- Students will utilize the resources and services on campus to assist them in achieving their educational goals and make use of referrals as needed.
- Students will be able to accurately read and effectively use their program-specific curriculum on Degree Works to determine progress toward their degree.
- Exploratory students will declare a major or commit to a pre-professional program in a timely manner.
- Pre-professional students will apply to their professional program in a timely manner.