Academic Advising Syllabus
Student Outreach Services
Western Washington University

<table>
<thead>
<tr>
<th>Advisor's Name:</th>
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<tbody>
<tr>
<td>Office Location:</td>
<td>Old Main 387, 516 High Street, Bellingham, WA 98225</td>
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<td>Telephone:</td>
<td>360-650-7443</td>
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<td>Advising Hours:</td>
<td>Make an appointment between 9:00 a.m. and 5:00 p.m. daily</td>
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<tr>
<td>Drop-in Hours:</td>
<td>3:00 p.m. to 4:00 p.m. daily</td>
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Student Outreach Services (SOS) Advising Mission

The mission of SOS academic advising is to assist students in achieving their academic goals through the development of educational plans and access to campus resources.

Academic Advising Description

In SOS, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them at Western Washington University.

Academic advising is a shared educational process whereby students and their advisors partner to meet essential learning outcomes, to ensure academic success, and to outline steps for the achievement of personal, academic, and career goals. The advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student’s entire educational experience at Western. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Expected Student Learning Outcomes for the Academic Advising Experience

Students will:
- develop an educational plan for successfully achieving goals
- select courses that fulfill graduation requirements in a timely manner
- develop skills in locating and effectively using information and resources that help them achieve their goals
- understand the relationship between their classroom experiences and their academic, career, and personal goals
- understand the importance of including experiences outside of the classroom in their educational plan

Advisor’s Responsibility is to:
- listen carefully to students’ questions, concerns, and confusions in a safe environment
- understand and effectively communicate the curriculum, graduation requirements, University policies and procedures
- assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- encourage and guide students as they define and develop realistic goals and decision-making skills
- assist the student in the development of an attainable educational plan
- provide guidance with selection of appropriate courses, course load, and prerequisites for subsequent courses in academic major choice
- provide on-going evaluation of student progress toward established goals
- provide students with information about and strategies for utilizing the available resources and services on campus
- be considerate of cultural challenges
- participate in on-going advisor training sessions provided by each college or department to keep informed and current
- maintain confidentiality

Student’s Responsibility is to:
- come prepared to each appointment with questions or material for discussion

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• consult with their advisor at least once a quarter to decide on courses, check progress towards graduation, and discuss the suitability of other educational opportunities provided by WWU
• acquire information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements
• seek academic and career information needed to meet educational goals
• become knowledgeable about the relevant policies, procedures, and rules of WWU and academic programs
• seek out extracurricular activities and relate them to their academic goals
• ask questions if you do not understand an issue or have a specific concern
• complete all assignments or recommendations from your advisor

Office Protocol and Policies and Procedures for Advising
• Appointments can be scheduled by calling 360-650-7443 or you can drop in on Mondays through Fridays from 3:00 p.m. to 4:00 p.m.
• If you know you will not be able to keep an appointment, please call the office as soon as possible to cancel or reschedule. Do not be a “no show” for your appointment.
• Be on time for your appointment.
• Plan ahead. Be prepared with questions that you would like to discuss and be able to identify and discuss obstacles if you are having academic difficulty.
• Turn off cell phones when in the Student Outreach Services office and during your advising meeting.
• Check your WWU email regularly. This is the only email account the University will use to contact you.
• Be sure that your telephone number is the current one listed in the University’s official records.
• When you email faculty or staff, please be professional. Clearly explain questions or requests. Sign your name and include your student number.

Assistance with Issues Involving Disabilities
Western Washington University is committed to providing equal opportunity and access for every student. If you believe you need accommodations for a learning or physical disability, it is important that you make your advisor aware of these needs. Your advisor will refer you to disAbility Resources for assistance who provide a broad range of services in an effort to support each student. Additionally, the staff functions as an advocate for students with disabilities on campus. Through active involvement with all areas of the University, this office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their ability to be successful students.