

College of Agricultural, Human, and Natural Resource Sciences
Academic Advising Protocol, May 2010

Academic Advising Description/Definition:

Academic advising at Washington State University is an educational and collaborative process in which students and advisors work together to plan academic, personal, and career goals. The academic advising relationship fosters intellectual and personal development that leads to academic success and self-directed, life-long learning. For the advising relationship to be successful, both student and advisor must be proactive participants. Both parties have responsibilities for ensuring that the partnership is successful.

Academic Advising Materials/Resources:

- MyWSU: <http://my.wsu.edu>
- WSU email: www.outlook.com
- DARS report (Accessed through MyWSU)
- WSU Catalog: <http://catalog.wsu.edu>
- WSU schedule of classes: <http://schedules.wsu.edu>
- Academic advising sheet and four-year plan for your major (accessed through department or degree program websites)

Student Responsibilities:

- Schedule regular appointments with your advisor (minimum one per semester).
 - ✓ Contact your advisor or the department's academic coordinator in a timely manner to set up your appointment.
 - ✓ If you are unsure of who to contact to set up your appointment, call the CAHNRS Academic Programs Office at 509-335-4562.
 - ✓ Show up to your appointment on time. If you are late, you may need to reschedule.
- Clarify your personal values and goals and provide your advisor with accurate and truthful information regarding your interests and abilities.
- Regularly check your WSU email. Read all communications from the university, CAHNRS and your major department/program.
- Gather all relevant decision-making information and necessary materials (Degree Audit Report -DARS, transfer information, tentative course selections, forms, etc.) to aid in decision making and to build a schedule free of conflicts.
- Prepare a list of questions or concerns before meeting with your advisor. Continue to ask questions until you understand the process and outcomes.
- Discuss any problems that affect academic performance, for example: study skills, difficulties in your course work, personal concerns, when they arise.

- Find out where help is available. The Center for Advising and Career Development is a good place to go for private tutoring, group tutoring, study skills workshops, and other resources on campus: <http://cacd.wsu.edu>.
- Know where to access accurate information about educational options, requirements, policies, and procedures.
- Discuss why and how to add or drop courses or to take a course pass-fail or audit.
- Discuss career considerations, internships, study abroad, and changing directions/major/interests.
- Take the courses your advisor tells you to take or inform your advisor immediately of any changes.
- Keep a personal record of your progress toward your academic goals. Be proactive in checking the electronic resources (DARS) to keep track of your academic progress.
- Accept responsibility for your decisions and your actions that affect your educational progress and goals.

Academic Advisor Responsibilities:

- Be accessible, knowledgeable, and informed; demonstrate care and respect.
- Post office hours each semester.
- Maintain confidentiality in the advising relationship.
- Guide students as they define and develop realistic goals.
- Encourage students to assume responsibility to explore their educational plans, options, and achievements.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Guide students in the selection of appropriate courses each semester, particularly considering time to graduation and course prerequisites.
- Keep a record of all recommendations by filling out the official “Enrollment Advisory Forms” each semester. The white copy is kept in the student’s advising file and the yellow copy goes to the student. The Enrollment Advisory Forms are available at the WSU Center for Advising and Career Development. Obtain student signatures documenting that they understand which courses they have been advised to take.
- Ensure that students certify in their major as soon as they are eligible. Assist them in following the correct certification process for their department/program and filling out all necessary certification forms, including the official major certification form.
- Visit all relevant websites and understand resources available to students, including DARS, MyWSU, the Center for Advising and Career Development, etc.
- Support students with information about and strategies for utilizing resources and services available on campus and in the community.
- Lift advising holds.

Please contact the Academic Program Office in CAHNRS (509-335-4562 or academic@cahnrs.wsu.edu) with questions or concerns.