General Undergraduate Academic Advising

Academic Advising Syllabus

General Undergraduate Academic Advising (GUAA): 103 Sutton Hall, 8:00AM to 5:00PM, generally by appointment only. Walk-in appointments in both offices are on a limited basis. P: 509.359.2345.

Purpose:
The goal of advising is to familiarize EWU students to the process of academic advising. Successful completion of this skill development is designed to allow students to make informed decisions pertaining to general education and university graduation requirements, academic majors and elective course work. The understanding and use of technology is also a critical component to a successful transition to a departmental academic advisor, as students move to becoming a more skilled student.

Objectives:
- Recognize, discuss and practice key concepts of academic advising;
- Identify and interpret multiple perspectives of academic advising;
- Practice integrating knowledge from multiple sources (i.e.: educational and career) to develop an understanding of the importance of academic advising;
- Communicate ideas, findings or questions in written and oral form appropriate to advising;
- Demonstrate self-awareness of these skills and abilities needed to move successfully forward in advising and potentially develop an educational plan;
- Apply the knowledge, skills and abilities practiced in this course in future advising sessions from general advising to major advising sessions.

Learning Outcomes:
After completing at least three (3) quarters of advising in the General Undergraduate Academic Advising Office/the Eastern Advantage Office, students should be able to:
- Schedule advising appointments in advance (beyond any emergencies);
- Discuss with their advisor any questions or concerns they have about advising, registration, course work, General Education Core Requirements, SOAR, EagleNET, etc.;
- Actively engage in future academic planning;
- Develop an educational plan in keeping with their desired interests and career plans.

Planning Tools:
- Net ID & EWU Student E-Mail at http://itech.ewu.edu/email
- Access EagleNET, Blackboard and EagleAXIS accounts; via EWU Access: access.ewu.edu
- EWU Catalog: available free online at www.ewu.edu/catalog or for a fee at the University Bookstore.
- SOAR: degree audit available within EagleNET under “Student Records.”
- Academic Advising Planner: available from your academic advisor or at http://access.ewu.edu/academic-advising
Quarterly Announcement of Courses/Deadlines: Check the Records and Registration page, under “Publications”.

Assignments:
Advising is REQUIRED FOR FRESHMEN BELOW 45 EARNED CREDITS. After 45 credits, it is strongly recommended that students schedule at least one or two appointments with their academic advisor each quarter during the academic year to discuss the course materials and the planning tools mentioned above. This will ensure having a knowledgeable and proactive advising team (student and advisor) planning your college pathway.

Student Expectations:
1. Be responsible for their own learning and education and for being proactive in scheduling and participating in advising appointments in a timely manner PRIOR to registration. An advising emergency on a student’s part does not constitute an emergency on the part of the advisor.
2. Be on-time for their appointments. If a student is 15 minutes late for an appointment, he/she may be asked to re-schedule the appointment.
3. Keep a personal record of the student’s advising appointments and progress, questions and/or concerns.
4. Please turn off all cell phones, pagers, and music devices prior to the start of the appointment to maximize the time with your advisor.

Advisor Expectations:
1. Understand and effectively communicate EWU’s graduation requirements and academic policies and procedures.
2. Reply to questions in an accurate and timely manner;
3. Encourage and guide students to define and develop a clear, realistic educational plan in relation to a major interest and career plans;
4. Assist with the purpose and goals of higher education and its effects on the student’s life and personal goals.
5. Be available to respond to student questions and concerns and when appropriate, serve as an advocate.

Assessment:
The student and the academic advisor will evaluate the student’s academic plan in terms of identified interests, skills, major and career plans. Academic advisors will give appropriate feedback looking at such elements as English and Math placements and progress, course pre-requisites, availability, pre-major preparations, sequencing, and may make additional suggestions for consideration. It is to the student’s advantage and best interest to meet early and often each quarter with the academic advisor. The Academic Advising Assessment Rubric will be used in relation to the learning outcomes of this syllabus.