

# Student Academic Advising Center (SAAC) University of Wisconsin-Stevens Point

## Advising Syllabus

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**Website:** <http://www.uwsp.edu/advising/>

**Office Hours:** By appointment (Monday-Friday; 8:00 – 11:45 a.m.; 12:30 – 4:30 p.m.)\*

**\*To schedule an appointment, stop by or call our office (we do not schedule appointments by email).**

All advising appointments are scheduled for 30 minutes; however, please request a longer appointment if needed. Generally we do not take same-day or walk-in appointments except during the drop/add period at the beginning of the semester and the last few days of the registration period.

***If you need to cancel or reschedule your appointment, please call our office at least 24 hours in advance.***

**Note:** *Except for emergencies, please silence your cell phone during your advising appointment.*

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### **Our Advising Mission:**

The advising mission of the Student Academic Advising Center (SAAC) is to provide academic advising for undeclared majors and for students in transition from one major to another. We offer you assistance in the development of your educational plans, in the decision making process for selecting a major, and in the clarification of the relationship between educational plans and career goals.

### **Our Philosophy of Advising:**

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting essential learning outcomes, ensuring student academic success, and outlining steps for achievement of the students' personal, academic, and career goals. This 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 UWSP. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful (National Academic Advising Association). **Ultimately however, it is your responsibility to meet all university requirements, rules, and regulations** (2007-09 UWSP Catalog, pg. 25).

### **Advisor Responsibilities:**

- Be knowledgeable about UWSP academic requirements, policies and procedures
- Provide timely and accurate advising on academic and career matters
- Assist you in developing your educational plans
- Help you to make informed decisions in selecting a major
- Clarify the relationship between educational plans and career goals
- Help you to understand the purpose and value of general education as part of the college experience
- Help you to become familiar with myPoint to find information that relates to your academic success (e.g. registration, UWSP catalog, policy and procedures, etc.)
- Help you to select courses which fulfill general degree requirements and matching your interests and possible majors
- Provide you with information about campus and professional resources and services
- Provide suggestions but leave the final decision up to you

**Student Responsibilities:**

- Become knowledgeable about UWSP requirements, policies and procedures
- Read your UWSP e-mail and respond to all communications from SAAC
- Schedule regular appointments with your advisor
- Come prepared to your advising appointments by having the necessary forms available and a list of questions and/or courses (for registration appointments)
- Give thoughtful consideration to your personal, educational and career goals
- Determine a course of study that satisfies the requirements defined for the appropriate degree in the UWSP catalog
- Be prepared to discuss personal values and goals as they relate to academic and career-related needs
- Follow through with appropriate action after an advising meeting
- Accept responsibility for your decisions and actions that affect your educational progress and goals

**Goals and Expected Outcomes:**

As a result of your SAAC advising experience, we expect you to:

- Take responsibility and initiative for your academic experience
- Come prepared to your advising appointments (e.g. bring DPR, list of courses and questions ....)
- Know how to use your Degree Progress Report for academic planning
- Understand the purpose and value of general degree requirements
- Know how to find information on myPoint that relates to your academic and personal success
- Be aware of campus/community resources and support services
- Understand the requirements for the majors and/or minors you are exploring
- Understand the importance of taking part in experiences outside of the classroom
- Understand the connection between your interests, academic and personal strengths in relation to their educational and career goals
- Value the role of academic advising in your college experience

**RECOMMENDED ADVISING RESOURCES TO REVIEW:**

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| SAAC Website<br>Check out the SAAC Website for general information and links including:<br>1. SAAC's 3 Semester Plan<br>2. Other Campus Resources | <a href="http://www.uwsp.edu/advising/">http://www.uwsp.edu/advising/</a><br><br><a href="http://www.uwsp.edu/advising/planning.aspx">http://www.uwsp.edu/advising/planning.aspx</a><br><a href="http://www.uwsp.edu/advising/campusresources.aspx">http://www.uwsp.edu/advising/campusresources.aspx</a>  |
| UWSP Catalog<br>3. Academic Information<br>4. General Degree Requirements<br>5. Major/Minor Requirements  | <a href="http://www.uwsp.edu/news/uwspcatalog/index.htm">http://www.uwsp.edu/news/uwspcatalog/index.htm</a><br><a href="http://www.uwsp.edu/reg-rec/academicinfo.aspx">http://www.uwsp.edu/reg-rec/academicinfo.aspx</a><br><a href="http://www.uwsp.edu/news/uwspcatalog/general.htm">http://www.uwsp.edu/news/uwspcatalog/general.htm</a><br><a href="http://www.uwsp.edu/news/uwspcatalog/majors.htm">http://www.uwsp.edu/news/uwspcatalog/majors.htm</a> |
| Career Services Exploration Portal  | <a href="http://www.uwsp.edu/career/career_portal/">http://www.uwsp.edu/career/career_portal/</a>  |
| UWSP Timetable  | <a href="http://www.uwsp.edu/reg-rec/timetable.aspx">http://www.uwsp.edu/reg-rec/timetable.aspx</a>  |

**SAFE ZONE**

SAAC advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.