

ADVISING POLICY – UNIVERSITY FACULTY/STAFF HANDBOOK

PARTICIPATING IN THE ADVISING PROCESS.

Students' Responsibilities.

Students are responsible for

- determining a course of study that satisfies the requirements defined for the appropriate degree in the UWSP catalog;
- scheduling and appearing promptly for appointments with the adviser when necessary (at least once each semester);
- preparing for an advising session by having the necessary forms available and a list of questions and courses (and alternatives) needed;
- being knowledgeable about policies, procedures, and requirements as published;
- being prepared to discuss personal values and goals as they relate to academic and career-related needs;
- following through with appropriate action after the advising meeting; and
- accepting responsibility for the academic decisions to be made.

Advisers' Responsibilities.

Faculty and academic staff who serve as advisers are responsible for

- providing timely and accurate advising on academic and career matters;
- making advising readily available;
- maintaining necessary files on advisees for monitoring progress toward advisee's educational goals;
- conveying information on academic requirements, policies, and procedures;
- assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities;
- helping the student
 - ♦ examine course offerings in the major;
 - ♦ relate these to courses in the student's broader field of study; and
 - ♦ understand the graduation requirements for the chosen curriculum;
- tailoring the advising approach to individual students and making referrals appropriate to their needs and interests;
- being responsive to discussions of students' personal values and goals as they relate to academic and career-related needs; and
- being sensitive to issues relating to the student's retention at UWSP, and making appropriate referrals when necessary/possible.