

Adviser Contacts

While one goal of the adviser/advisee relationship is to encourage student-initiated contacts, a minimum number of adviser-initiated contacts are expected. The following tables list the expected number of contacts and advising tasks for each quarter.

Autumn Quarter Advising Schedule



Week 1 (Thurs.)	<p>Meet with all new advisees before Thursday of the first week of the quarter, prior to the deadline to drop a class for a 100% refund. Meet with all returning advisees by the end of the second week of the quarter, prior to the last date to add a class. The advisor's responsibilities during the first meeting include getting acquainted and setting expectations.</p> <ul style="list-style-type: none">❖ Some, but not all, of your new advisees will meet with you during JumpStart week. For those that do not attend JumpStart, schedule an appointment for them to meet with you.
Week 3-4	<p>Monitor your email for progress reports. Contact all advisees that receive progress reports. Help them set up a plan to improve in whatever area is of concern.</p>
By Midterm	<p>Contact advisees for a general information advisement session during the quarter. Discuss academic progress, education/career goals, and special needs. This meeting should be a separate meeting from the student's pre-registration appointment.</p>
Week 5-7	<p>Send an email to all advisees that need to register for winter quarter. Meet with all advisees prior to opening of registration for winter quarter.</p> <ul style="list-style-type: none">❖ All junior and senior students should be registered for the whole year. Review their registration and academic plan for rest of the year.❖ Help freshmen and sophomore students plan for winter quarter. After meeting with advisees, be sure to clear students for "Class enrollment."
Week 6-7	<p>Watch for emailed progress reports. Contact all advisees that receive a progress report and meet with the student.</p> <ul style="list-style-type: none">❖ If student is failing a class, discuss options including withdrawal from the class.

Winter Quarter Advising Schedule



Week 1	<p>Review advisees' grades from autumn quarter.</p> <p>Contact all advisees on academic probation or warning and set up regularly scheduled appointments to monitor their progress during the quarter.</p>
Week 1-2	<p>Contact all advisees prior to the last day to add a class to determine if a student has any academic concerns, or needs to make adjustments to the schedule of courses.</p>
Week 3-4	<p>Monitor your email for progress reports. Contact all advisees that receive progress reports. Help them set up a plan to improve in whatever area is of concern.</p>
By Midterm	<p>Contact advisees to discuss academic progress, educational/career goals, special needs, etc. This meeting should be a separate meeting from the student's pre-registration appointment.</p>
Week 5-7	<p>Send an email to advisees that need to register for spring quarter. Meet with advisees prior to opening of registration for spring quarter. Review the academic calendar for registration dates.</p> <ul style="list-style-type: none">❖ Help freshman and sophomore students plan for spring quarter. After meeting with each advisee, be sure to clear the student for "Class enrollment."
Week 6-7	<p>Watch for emailed progress reports. Contact all advisees that receive a progress report and meet with the student.</p> <ul style="list-style-type: none">❖ If student is failing a class, discuss options including withdrawal from the class.

Spring Quarter Advising Schedule



Week 1	<p>Review advisees' grades from winter quarter.</p> <p>Contact all advisees on academic probation or warning and set up regularly scheduled appointments to monitor their progress during the quarter.</p>
Week 1-2	Contact all advisees prior to the last day to add a class to determine if a student has any academic concerns, or needs to make adjustments to the schedule of courses.
Week 3-4	Monitor your email for progress reports . Contact all advisees that receive progress reports. Help them set up a plan to improve in whatever area is of concern.
By Midterm	Contact advisees to discuss academic progress, educational/career goals, special needs, etc. This meeting should be a separate meeting from the student's pre-registration appointment.
Week 5-7	<p>Send an email to advisees that need to register for autumn quarter. Meet with advisees prior to opening of registration for autumn quarter. Review the academic calendar for registration dates.</p> <ul style="list-style-type: none"> ❖ Juniors and seniors should plan classes for all of the following academic year. Freshmen and sophomores should also plan for the following academic year even though they can only register for autumn quarter. ❖ After meeting with each advisee, clear the student for "Class enrollment." ❖ Encourage students to enter academic plan in MyWWU > Student Center Classic > My Planner and Shopping Cart. ❖ Encourage students to consider summer Internship or Cooperative Education experience related to major or career goals
Week 6-7	<p>Watch for emailed progress reports. Contact all advisees that receive a progress report and meet with the student.</p> <ul style="list-style-type: none"> ❖ If student is failing a class, discuss options including withdrawal from the class.