

### Advising Mission:

Uphold the vision and philosophy of Walla Walla University as a Seventh Day Adventist institution of higher education, academic advisors seek to help students achieve:

- ❖ *Excellence in Thought*
- ❖ *Promote Generosity in Services*
- ❖ *Encourage Beauty in Expression*
- ❖ *Guide Students to a deeper Faith in God*

Advisors will help students pursue an academic discipline suited to the unique gifts which God has blessed them; while also providing expert advice in career planning, goal setting and advise in course selection.

### Expectations:

Student Expectations	Advisor Expectations
Accept responsibilities of your decisions and actions	Understand WWU degree requirements and effectively communicate them
Schedule regular appointments and/or contacts during each quarter	Assist students in gaining decision making skills assuming responsibility for their education and achievements
Come prepared with questions and/or topics to discuss	Provide safe place in which to share thoughts, aspirations, concerns and interests
Be courteous and plan ahead	Refer to campus resources as appropriate
Be open to developing and clarifying your personal values and goals	Listen carefully to questions, concerns and points of confusion
Research college programs, policies, procedures and opportunities as appropriate	Maintain confidentiality
Keep a record of our academic progress and goals	Encourage and support student gaining the skills and knowledge necessary for success
Be informed of your degree requirements	Assist with course solution and major decisions on quarterly basis
Be open and willing to consider recommendations from advisors, and other mentors	Create an environment where mutual respect and trust allows students to define and develop realistic goals
Actively engage in process and commit to pursue an academic plan toward completion of degree	Guide students in identifying and pursuing resources in departments throughout campus

### Student Learning Outcomes:

- ❖ Read and interpret the degree audit
- ❖ Enroll in appropriate general education and degree course requirements
- ❖ Make use of referrals to campus resources as needed
- ❖ Be empowered to take responsibility for own academic success
- ❖ Make effective decisions concerning degree, major and career goals

# First Time Freshman Advising Guide:

## Fall Quarter- JumpStart Advising Meeting

	Activity
	Introductions- Get to know your advisee
	Meet with advisees to discuss goals, interests and concerns
	Review class registration
	Review Math and English placement
	Give adviser clearance
	Share educational planning tools: Online bulletin, course schedule, calendar for add/drop dates, myWWU, GPA Calculator, Degree Audit
	Review general studies requirements
	16 credit /term – explanation of tuition

## Fall Quarter- 2<sup>nd</sup> Advising Meeting

	Activity
	Discuss current quarter classes, successes and academic barriers
	Review student goals, interests and concerns
	Learn about educational planning tools such as Degree Audit, Online Bulletin, Course Catalogue, Transcripts
	Discuss Academic Policies
	Review General Studies Requirements
	Encourage involvement at WWU to maximize college experience
	Connect with Career Services to explore major/career options
	Utilize campus resources to support academic success
	Meet with pre-professional or secondary major advisor (if appropriate)

## Winter Quarter

Week	Activity
	Encouragement
	Review student goals, interests and concerns
	Encourage student to take ownership of their education by bringing a planned out class schedule to advising meeting
	Set a tentative plan for classes each quarter
	Learn about educational planning tools such as Degree Audit, Online Bulletin, Course Catalogue, Transcripts
	Discuss Academic Policies
	Review General Studies Requirements
	Encourage involvement at WWU to maximize college experience
	Connect with Career Services to explore major/career options
	Utilize campus resources to support academic success
	Encourage Math/English for Upper Division Status
<b>Student Concerns</b>	
	Remind student to utilize campus resources to support academic success
	Share information for Counseling Services- if needed
	Remind students to meet with pre-professional or secondary major advisor (if appropriate)
	Remind students of drop dates
	Adjust Work/School Load
	Discuss importance of Time Management
	Notify Retention Coordinator, Jennifer Carter for attendance, grades, general concerns

## Spring Quarter

Week	Activity
	Review major fit- Connect student to Career Services if needed
	Review academic progress
	Inform student of repeat course policy
	Encourage student to take ownership of their education by bringing a list of courses for fall quarter and be prepared to share with you where they are for completion with general studies.
	Set a tentative plan for classes for fall quarter
	Learn about educational planning tools such as Degree Audit, Online Bulletin, Course Catalogue, Transcripts
	Discuss Academic Policies
	Review General Studies Requirements
	Get involved at WWU to maximize your college experience
	Connect with Career Services to explore major/career options
	Utilize campus resources to support academic success
	Ask advisee to meet with pre-professional or secondary major advisor (if appropriate)
	Review incomplete deadlines
	Review Pro/Cons for Student Missions/Adventist Colleges Abroad
	Advisor Clearance
<b>Student Concerns</b>	
	Utilize GPA Calculator for other course options
	Encourage student to utilize support services
	Notify Retention coordinator of any students not planning to returning fall
<b>Advisor GOAL</b>	
	Register all advisees for fall prior to the end of spring semester
	Provide Advisor Clearance

## Sophomore through Senior Year Guide:

### Sophomore

Week	Activity
	Encourage student to come with suggested class schedule Fall, Winter, Spring Quarters
	Assess your academic standing and progress toward graduation
	Explore study abroad options
	Explore internship opportunities
	Meet with pre-professional or secondary major advisor (if appropriate)
	Write Resume and see career services for assistance
	Spring Quarter- Encourage student to review degree audit and program requirements and be ready to discuss and build full-year schedule
<b>Student Concerns</b>	
	Remind student to utilize campus resources to support academic success
	Refer student to Counseling Services- if needed
	Remind students of drop dates
	Adjust Work/School Load
	Discuss important of Time Management
	Notify Retention Coordinator, Jennifer Carter for attendance, grades, general concerns

## Junior

Week	Activity
	Explore Graduate Programs
	Explore internship opportunities
	Meet with pre-professional Advisor/Second Major Advisor/Minor Advisor
	Spring Quarter complete Senior outline and apply for graduation
<b>Student Concerns</b>	
	Remind student to utilize campus resources to support academic success
	Share information for Counseling Services- if needed
	Remind students of drop dates
	Adjust Work/School Load
	Discuss importance of Time Management
	Notify Retention Coordinator, Jennifer Carter for attendance, grades, general concerns

## Senior

Week	Activity
	Apply for graduation – if not done prior to spring (Students' responsibility to turn in application)- EARLY FALL QTR
	Complete required Department exams- MFT, NES, etc.- Winter/Spring Quarter
	Complete Graduate Exams- LSAT, MCAT, GRE
	Check if student has met upper division residency requirements
	Update Resume and see Career Services for assistance
	Meet with Pre-Professional, Secondary Major, or Minor Advisor
	Assist advisee in preparing for life after graduation
	Learn about interviewing skills and perform career searches
	Complete graduation advising