ACADEMIC ADVISING SYLLABUS

A Campus-Wide Guide for Students and Advisors

College of the Sciences Advising

Email: cotsadvising@cwu.edu

Phone: 509-963-1498

Office: Science 107

Schedule an appointment: Link or scan QR

Guided by CWU's mission to be a model learning community of access and opportunity, this syllabus outlines what you can expect from academic advising, what advising can expect from you, and how to make the most of your time with your advisor.

Your academic and career goals are unique to you. Our comprehensive advising structure is designed to work collaboratively with you to empower you to navigate institutional policies, build critical life skills, and successfully steer your academic journey.

What Do Academic Advisors Do?

Your academic advisor's role is to guide you toward your goals and empower you to make informed decisions throughout your academic journey. Advisors are here to help you — reach out with your questions anytime!

Ways Advising Can Help You

- Understand major, general education, and graduation requirements
- Connect you with campus resources and support services
- Discuss transfer credit and how it applies to your program
- Navigate major and minor selection or exploration
- Guide the development of your academic plan
- Provide support when you run into academic challenges
- Recommend courses and help you build a balanced schedule
- Help you connect your coursework to career and post-graduation goals

Student Goals and Learning Objectives

Through advising, students will:

1. Understand their degree requirements
2. Identify connections between their academic and career goals
3. Create and maintain an academic plan
4. Find and utilize campus and community resources
5. Take ownership of their education

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Responsibilities and Expectations

	Student Responsibilities	Advisor Responsibilities
Scheduling & Communication	• Contact your advisor each quarter, either through a scheduled appointment or a proactive email • Arrive on time for advising appointments; you may be considered a "no-show" after 10 minutes • Cancel or reschedule appointments at least 12 hours in advance when possible • Notify your advisor of changes or challenges affecting your academics • Check your CWU email daily and monitor Canvas	• Provide clear, accurate answers to your questions • Be accessible for meetings in person or remotely, generally within 1-2 weeks • Note: advisors are not available on weekends, evenings, or when the university is closed • Response time may be slower (up to 5 business days) during peak advising periods • Share announcements about add/drop, registration, graduation, and other key deadlines
Goal Setting	• Develop academic and career goals and track progress toward them • Share accurate information about your interests, values, and abilities	• Encourage and guide you as you define and adapt your goals • Help you navigate CWU resources and policies to achieve those goals
Preparation & Follow-Up	• Come to appointments prepared with questions and relevant materials • Be an active participant in the conversation and take notes • Learn where to find information about programs, policies, and procedures • Regularly review "to do" items in the Student Dashboard of MyCWU • Enroll within 48 hours of your enrollment appointment opening	• Maintain accurate records of advising meetings • Prepare for meetings by reviewing prior advising notes • Participate in ongoing professional development
Academic Knowledge	• Create and maintain a graduation plan using tools such as the Academic Requirements Report and course catalog • Connect your educational plan to career and post-graduation goals using Career Services and faculty mentors • Make use of learning resources such as tutoring, the Writing and Math Centers, Peer Mentors, and Disability Services	• Direct you to relevant campus resources upon request • Help you locate information on course offerings, graduation requirements, policies, and procedures • Provide resource links for you to keep for future reference

Reminders

1. Check your CWU email daily.
2. Come prepared to your advising appointment.
3. Review your Academic Requirements (AR) Report regularly.
4. Register on time.
5. Attend all classes and communicate regularly with your professors.