Business Advising Center
Academic Advising Syllabus

Office Location:
Clinton Hall, Room 114
Phone: (316) 978-3203
Fax: (316) 978-3472

Web Information:
Email: business.advisor@wichita.edu (for general questions only)
Website: www.wichita.edu/barton
Blackboard: http://blackboard.wichita.edu (Business Advising Center for Undergraduates)

Academic Advising Description / Definition
Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

At Barton School of Business, academic advising serves the purpose of supporting the students in finding their way through the business college. The advisor is the link between the student and the University with its faculty, policies and procedures. The job of the advisor is to guide the students on the right path of finding the answers themselves by using campus resources, but not making decisions for the students.

Advisor Responsibilities – What You Can Expect

- Effectively communicate the general education and graduation requirements for the Barton School of Business including academic policies and procedures
- Listen and respond to your interests and concerns
- Encourage and guide you in defining and developing your unique abilities, goals, and aspirations
- Monitor and accurately document your progress towards meeting academic goals for graduation
- Provide you with information about using the available resources and services on campus
- Maintain confidentiality
**Advisee Responsibilities – What You Are Expected to Do**

- To take the initiative to schedule regular appointments with your academic advisor each semester
- Come with enthusiasm and bring your advising portfolio to the appointment so that your progress can be assessed and course of study can be planned for the next semester
- Clarify personal values and goals regarding your interests and abilities to your academic advisor
- Become knowledgeable about college programs, policies, and procedures
- Ask lots of questions if you do not understand an issue or have a specific concern
- Discuss information that may affect academic performance, such as work or family commitments
- Enroll in the courses for which you and your academic advisor have determined will meet your educational objectives
- Accept responsibility for your decisions and actions (or inactions) that affect your educational progress and goals

**Expected Student Learning Outcomes for the Academic Advising Experience**

Through the academic advising experiences at Barton School of Business,

- The student will understand the need of prerequisites, advance standing and general education requirements.
- The student will understand the structure of their major and degree program.
- The student will learn to take the initiative to look up resources and find answers for themselves.

**Students with Disabilities**

If you have a physical, psychiatric/emotional, medical or learning disability that may impact your ability to carry out assigned course work, contact the Office of Disability Services (DS), Grace Wilkie Annex (phone: 978-3309). DS will review your concerns and determine, with you, what accommodations are necessary for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

**Notice of Nondiscrimination**

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a Vietnam Era Veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0205; telephone (316) 978-6791; e-mail ted.ayres@wichita.edu