

**Wichita State University - Advising Syllabus**  
**College of Health Professions Advising Center**  
*accurate information   academic success   mutual respect*

Office: Room 402 Ahlberg Hall

Phone: (316) 978-3304      Call this number to schedule advising appointments

Toll Free Number: 800-340-7472

Fax:    (316) 978-5349

Office hours:                      Mondays through Friday                      8:00 a.m. – 5:00 p.m.

Web Information:                  Academic Advising Website for CHP                  [www.chp.wichita.edu](http://www.chp.wichita.edu)

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**School of Nursing**

Office: Room 541 Ahlberg Hall

Phone: (316) 978-5708      Call this number to schedule Nursing Advising Appointments

Toll Free Number: 800-516-0290

Fax:    (316) 978-3094

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**Academic Advising Description/ Definition**

Academic advising is an ongoing educational partnership dedicated to student academic success. Wichita State University supports diverse and equitable educational experiences, encourages students to become self-directed learners, knowledgeable decision makers, professionals recognized for excellence, and global citizens who will pursue lifelong intellectual, cultural, and professional development.

Both the students and the advisors have clear responsibilities for ensuring the academic partnership is successful.

**Mission**

*Our Mission*

*We are committed to helping others succeed by:*

*Creating a welcoming Environment*

*Valuing each Individual*

*Nurturing a learning community*

**Advisor Responsibilities: You can expect your advisor to:**

- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals
- Be accessible for meeting with you via advising appointments, telephone, email and web access
- Assist you in utilizing university resources to maximize your educational and personal potential
- Provide accurate information about general education, graduation requirements, and WSU policies and procedures
- Facilitate your working with faculty, staff, and resources at Wichita State University
- Monitor and/or accurately document your progress toward meeting your chosen academic goals
- Encourage you to develop decision making skills
- Collaborate with you to define and develop realistic academic and professional goals
- Assist you in developing skills to take responsibility for your educational plans and goals
- Collaborate with you to develop an individual academic plan of study for your major
- Assist you as you explore and clarify your values and your educational and life goals
- Maintain confidentiality
- Encourage and guide you in defining and developing your unique abilities, goals and aspirations

**Student Responsibilities – What You are Expected to Do**

- Schedule advising appointments or make contact with your advisor each semester
- Arrive on time and be prepared for each appointment
- Be an active learner by participating fully in the advising experience
- Bring questions or material for discussion to your appointment
- Ask questions if you do not understand an issue or have a specific concern
- Organize advising documents and maintain a record of your progress toward your academic goals
- Bring advising documents to each meeting with your advisor
- Clarify personal values and goals
- Provide your advisor with accurate information about your interests and abilities
- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation
- Become knowledgeable about college policies, deadlines and procedures
- Follow through with all recommendations from your advisor
- Identify university resources
- Accept responsibility for your decisions and be aware of your actions and how they affect you, your academic progress, and your financial aid status

**Advising Resource Materials:**

This is a list of possible documents that should be in your advising folder that you bring to each appointment:

- WSU Catalog – available online and in hard copy from the Bookstore
- Schedule of Classes if you are registering for classes
- Blockout – informal copy of your transcript provided by your advisor
- Checksheet of major requirements
- Checksheet for General Education
- Semester Plan/ model program
- Individual Plan of Study

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

- Students demonstrate how to find information about WSU opportunities, requirements, policies and procedures
- Students demonstrate how to use their catalog, advising worksheets, and degree audit report to identify degree requirements
- Students utilize online technology independently to access university information
- Students demonstrate how to use online technology (BlackBoard, Banner Self-Service) to track individual progress toward a degree
- Students use campus resources such as work-based learning, study abroad, and Career Services to assist them in achieving their academic, personal and career goals
- Students demonstrate the ability to make informed decisions about degree and career goals
- Students choose courses that contribute to the completion of the degree requirements
- Students develop a realistic educational graduation date within a timeline consistent with student's life circumstances
- Students make use of referrals to campus resources as needed
- Students articulate and appreciate the purpose of higher education and what it means to be a member of the community of scholars
- Students identify fields of study that are consistent with their interests, abilities, and life goals.
- Identify university resources, major requirements, career opportunities, and campus resources
- Clarify personal values and goals
- Students select and register for appropriate courses using MyWSU

## **Americans with Disabilities Act:**

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](mailto:ted.ayres@wichita.edu)