

**Wichita State University**  
**College of Fine Arts**  
*Collaborate Innovate Reflect*

College of Fine Arts Dean's Office  
112 Jardine Hall  
**Denecia Angleton**, Coordinator of Student Services  
316.978.7091  
[denecia.ingleton@wichita.edu](mailto:denecia.ingleton@wichita.edu)

School of Art and Design-Academic Records  
302 McKnight Art Center  
**Brenda Khan**, Academic Records Coordinator  
316.978.7701  
[brenda.khan@wichita.edu](mailto:brenda.khan@wichita.edu)

School of Music-Academic Records  
C120A Duerksen Fine Arts Center  
**Janet Ives**, Academic Records Coordinator  
316.978.6430  
[janet.ives@wichita.edu](mailto:janet.ives@wichita.edu)

School of Performing Arts-Academic Records  
109A Wilner Auditorium  
316.978.6634  
8:00 a.m. to 12:00 p.m.

*Theatre*  
*Music Theatre*

118 Heskett Center  
316.978.3530  
12:30 p.m. to 4:30 p.m.

*Dance*

**Renea Goforth**, Academic Records Coordinator  
[renea.goforth@wichita.edu](mailto:renea.goforth@wichita.edu)

***The academic Records Coordinators are the first contact for incoming freshman and transfer students. Students will complete their "Shocker Connection" appointments with these coordinators. Then, during the first semester of enrollment, students will be assigned to a faculty advisor. However, please continue to utilize the applicable area coordinator.***

***College of Fine Arts Mission***

*The College of Fine Arts at Wichita State University enhances and advocates artistic excellence through teaching, learning and expression.*

**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.
- Assist and encourage you by providing accurate information about required courses, graduation requirements, WSU resources and WSU policies and procedures.
- Be accessible for advising appointments, telephone, e-mail and web correspondence.
- Assist you in utilizing university resources to maximize your educational and personal potential.
- Monitor your progress toward meeting your chosen academic goals.
- Encourage you to develop decision making skills and take responsibility for your educational plans and goals.
- Collaborate with you to define and develop realistic academic and professional goals.
- Maintain confidentiality.
- Maintain up to date records with your program checksheet(s), notes, e-mails and important documents.

**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 and career opportunities resources.
- Accept responsibility for your decisions and be aware of your actions and how they affect you, your academic progress and your financial status.

#### **Additional Responsibilities of the Faculty Advisor:**

- Take interest in the student as a person and track his/her progress.
- Advocate for timely degree completion.
- Assist the student in navigation of the curriculum, especially concerning general education and course prerequisites.
- Know university policies, procedures and campus resources available to the student.
- Respond to the student's requests for an appointment in a timely manner.
- Take time to provide meaningful academic and career advice.
- Create a respectful and supportive atmosphere during advising sessions.
- Avoid any appearance of preferential treatment or conflict of interest.
- Discourage students from violating institutional policies.
- Maintain highest standards of professional conduct.
- Assist the student in setting long-term academic and career goals.
- Recognize the limitations of his/her authority and be willing to ask for assistance from the school Director and/or records office.

#### **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 (CAPP, BlackBoard, Banner Self-Service) to track individual progress towards 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 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).