**Advising Syllabus**

**PURPOSE**  
This syllabus is designed to ease your transition to the university. It outlines what is expected of you during your academic advising appointments, and what you can expect to get from the Mike Ilitch School of Business Office of Undergraduate Student Services throughout your educational journey here at Wayne State University. Please keep this document and refer to it before each advising appointment.

Additional academic information can be found in the WSU Bulletin (http://www.bulletins.wayne.edu) and online at: www.ilitchbusiness.wayne.edu

**MISSION**  
It is the mission of the WSU the Mike Ilitch School of Business Office of Undergraduate Student Services to create an atmosphere that fosters success. We are committed to quality academic advising in an environment that is welcoming, inclusive and supportive. Our programs and services are designed to help students develop decision making skills that will empower them to take full advantage of their educational experience. The office strives to assist students in identifying and clarifying their academic direction and educational goals, and help students develop meaningful and compatible plans and success strategies.

**ADVISING HOURS**  
Advising is available by appointment. We are located in the Prentis Building, Room 200. To make an appointment, visit wams.wayne.edu or call (313) 577-4510. Walk-in advising is available every Tuesday on main campus.

- Mon, Wed, Thurs., & Fri: 9:00a.m - 4:30p.m appointments on Main Campus
- Tuesday: 9:00a.m - 6:00p.m walk-in on Main Campus
- Wednesday: 1:00-6:00p.m. at the Oakland Center (Farmington Hills)
- 1st Thursday of each month: 1:00-6:00p.m. at ATEC (Warren)
- 2nd Thursday of each month: 1:00- 6:00pm at Schoolcraft Center (Livonia)
- 3rd Thursday of each month: 1:00-6:00p.m. at Macomb Education Center (Hall Rd.)

**OBJECTIVES OF ACADEMIC ADVISING**

- To facilitate your ability to meet graduation requirements and make informed decisions about your academic future
- To support your efforts in reaching your academic degree and objectives
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities
- To promote your involvement in off-campus, experiential learning (i.e, volunteer services and internships) to help you explore and clarify your career options
- To help you “connect” your college experience with your plans and goals for life after college
- To be a mentor to you by providing you with support and advocacy
- To assist you in finding the campus professionals and support services who can best help you succeed academically and personally

**YOUR ROLE AS ADVISEE:**

In order for the advising relationship to be successful, you must do your part and assume responsibility for your decisions. Your time spent preparing before the advising appointment can help your advisor be more effective in helping you focus on the important issues and answering your questions. In particular you can help by doing the following:

- Keep the advising appointments you have scheduled and be on time.
- Be prepared for your appointments. You will need to do some homework and compile any questions you may have. Be sure to come prepared to take notes as well. Your advisor cannot do everything for you. A true advisor is someone who gives useful advice to you—which you, in turn, use to make final decisions for yourself.
- Be honest and open. If you are unhappy about something in your academic advising experience, or if you are having a personal problem that is interfering with your studies, please do not be afraid to share this with your advisor.

By remaining honest and open with each other, you and your advisor should have a close relationship that will help you succeed and allow your advisor to be effective.
MY ROLE AS ADVISOR
As your academic advisor, I will serve as your guide. As we learn about each other, we will build a mutual rapport and trust.

Like any journey I will encourage you to Dream about your hopes for the future. If you already know your major and/or career, I will help you confirm your choice to make sure it is a decision that is best for you.

I will help you Identify your strengths, skills and abilities to make the most of your college experience. If you are undecided about a major or career, I can help you identify your options and make referrals to people who can help you match your personal interests, values, and abilities with your choices.

We will work together to co-create a Road Map to make your dreams come true. I will support you as you work to Steer your way to Success. Finally, I will encourage you to celebrate your successes while challenging you not to be satisfied until you achieve your full potential.

I will be a good listener. If you have an issue I cannot resolve, I will connect you with someone who is more qualified to help. I see advising and teaching as closely related because in the process of reaching decisions about your future, you will also resolve setting, clarifying your values, and developing your critical thinking and decision-making skills. This knowledge will enable you to make decisions about your future!

YOUR RESPONSIBILITIES FOR EACH APPOINTMENT

1ST MEETING WITH YOUR ADVISOR
(new student, before classes begin)

STUDENT
- Bring an outline of courses you are interested in taking, with backup choices.
- Bring a list of questions to ask your advisor.
- Make sure you’ve logged into Academica and changed your password (academica.wayne.edu)
- Know your access ID and password.
- Take placement exams.
- Take notes. We will provide a lot of information.

ADVISOR
- Provide and explain new student materials.
- Provide and explain Academic Plan and other major materials.
- Answer questions and make appropriate referrals.
- Build schedule with student, register online, and print schedule for book buying.
- Explain what is next.
- Review Blackboard.
- Discuss options for testing out of courses.

2ND MEETING WITH YOUR ADVISOR
(typically the first semester of your first year)

STUDENT
- Bring your Academic Plan you received from the Business School with you.
- Know how to access Academica.
- Know how to check your WSU email account and use Blackboard.
- Have your upcoming semester course schedule picked to review with your advisor.
- Bring any questions concerning majors/your major.
- Discuss results of placement exams.

ADVISOR
- Review Academic Plan and how to interpret it.
- Answer questions pertaining to Academica.
- Discuss Professional Status and what will come next.
- Respond to concerns/questions about first year courses and college transition.
- Assist with registering online.
- Introduce you to the Business School Career Planning and Placement Office and Academic Success Center.

3RD MEETING WITH YOUR ADVISOR
(typically the second semester of your first year)

STUDENT
- Bring your Academic Plan you received from the Business School with you.
- Have your upcoming semester course schedule picked to review with your advisor.
- Continue to work on math and English requirements.
- Decide if you are taking spring/summer classes.

ADVISOR
- Check students schedule for any red flags and make recommendations.
- Discuss outstanding pre-requisite requirements.
- Discuss short-term vs. long-term goals.
- If you haven’t already, introduce you to the Business School Career Planning and Placement Office and Academic Success Center.

4TH AND FUTURE MEETING(S) WITH YOUR ADVISOR
(typically your second year, and all future meetings)

STUDENT
- Bring your Academic Plan you received from the Business School with you.
- Have your upcoming semester course schedule picked to review with your advisor.
- Discuss major and career objectives.
- Be prepared to discuss degree completion requirements.

ADVISOR
- Check schedule.
- Address questions.
- Provide overrides.
- Discuss short-term vs. long-term goals.
- Make referrals.
- Assist with anything needed on your ROAD to SUCCESS!