

**School of Design and Construction**  
**Academic Program Unit**  
**Advising Syllabus**

**Connect**

Students are required to meet with their assigned advisor each semester prior to registering for classes for the next term. Advisors are also available for follow up appointments and have designated drop-in hours for quick questions.

**Appointments**

Contact your advisor directly, and/or stop by the SDC front desk to schedule an appointment. If your goal is to discuss your schedule for the next term, be sure to complete your advising homework in advance of the appointment and bring it with you. Please arrive promptly at your appointment time or a few minutes early. If you are running more than 10 minutes late, please contact your advisor to reschedule.

**Drop-in Hours**

Stop by your advisor's drop-in hours for quick questions that can be answered in less than 10 minutes. You will need to schedule an appointment if you want to discuss your class schedule for the following semester and have your advising hold lifted.

**Email/Phone**

Your advisor is available to answer questions through e-mail or over the phone, with e-mail being the preferred method of communication. Please provide your full name and student ID number. Generally your advisor will respond to messages within 48 hours when received during the work week (Monday through Friday, 8am – 5pm).

**Academic Advising at the School of Design and Construction**

Academic Advising is a developmental and collaborative process in which students seek and receive guidance in the development and achievement of meaningful academic and career goals that are consistent with their interests, values, and abilities. While the ultimate responsibility rests with the individual student, academic advisors guide students as they think critically, seek out resources, and develop action steps in an atmosphere of mutual respect and learning.

Students and advisors play a role in achieving this vision of academic advising. Responsibilities of each group are described below.

**Students:**

- Assess the fit of their academic goals with their interests, values and abilities and evaluate progress towards these goals.
- Actively take part in the advising process through their participation in advising meetings and follow-up activities.
- Use tools available to develop and take action towards educational goals.
- Access appropriate campus services and resources to promote academic success.

**Advisors:**

- Provide personal, meaningful connection, and respectful interaction with students.

- Facilitate students problem-solving, decision making, and evaluation skills.
- Assist students with clarifying their educational and career goals.
- Evaluate and monitor student academic progress and its impact on achievement of goals, advising on the selection of appropriate courses, and other educational experiences.
- Facilitate an appropriate balance between efficient degree and/or program completion and the development of academic interest and intellectual development.
- Provide accurate and timely referrals to other campus and community resources.

#### Student Learning Outcomes:

As a result of the advising relationship, students should have the knowledge to:

- ✓ Access resources to get the most out of their learning
- ✓ Accurately assess progress in each course
- ✓ Identify challenges the student is having in each class
- ✓ Access appropriate resources to support success
- ✓ Understand which degrees and academic paths are available at the SDC
- ✓ Enroll in introductory courses to confirm interest in major
- ✓ Contact instructors to discuss careers related to majors of interest
- ✓ Attend career events (e.g., Etiquette Dinner, Career and Internship Fair, Networking 101, etc.)
- ✓ Utilize planning tools to track progress towards academic/career goals
- ✓ Understand degree requirements
- ✓ Know how previous college credits and current coursework satisfy degree requirements
- ✓ Identify which requirements are not satisfied
- ✓ Create an academic plan to address remaining requirements
- ✓ Create a tentative class schedule in preparation for advising appointment (October/March)
- ✓ Confirm class schedule by meeting with an advisor in advance of registration date and time
- ✓ Seek opportunities beyond the classroom to get the most out of their college experience
- ✓ Explore CougarSync for clubs and involvement opportunities
- ✓ Investigate department website for major-specific opportunities

#### Additional Resources:

- The WSU Academic Success and Career Center
  - <https://ascc.wsu.edu/>
- Counseling and Psychological Services
  - <http://counsel.wsu.edu/>
- Faculty Mentors
  - Each certified student will be assigned a faculty mentor in his/her major program;
  - Faculty mentors can help students make critical decisions regarding education, career, and life goals;
  - Faculty mentors also help students to become responsible citizens of their profession and the global community.