Undergraduate Academic Advising Syllabus
College of Education and Human Development (CEHD)
Western Michigan University

Main Advising Office
All CEHD Undergraduate Students
Location: 2421 Sangren Hall
Phone: (269) 387-3474
Fax: (269) 387-3736
General Email: cehd-advising@wmich.edu
Website: www.wmich.edu/education/advising

TRiO FESP Office
TRiO FESP Participants
Location: 2302 Sangren Hall
Phone: (269) 387-3500
Fax: (269) 387-3736
Email: coehd-fesp@wmich.edu
Website: www.wmich.edu/fesp

General Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

Main Office: See www.wmich.edu/education/advising for drop-in hours and appointment scheduling
TRiO FESP: See www.wmich.edu/fesp for current drop-in hours and appointment scheduling
WMU-Southwest (Elementary/Early Childhood Education Only): Call 269-943-1500 for appointments

Advising Staff

Main Advising Office
http://wmich.edu/education/directory/advising

TRiO FESP Office
http://wmich.edu/trio-future-educators/directory

Advising Mission

CEHD Office of Admissions and Advising partners with students to create and follow a comprehensive graduation plan designed to meet the personal, educational, and professional goals of each student.

Advising Goals

- Students will be able to use new knowledge, including curriculum requirements and co-curricular experiences, to focus and refine their major and career choices.
- Students will be able to create an academic plan congruent with their interests and abilities.
- Students will be able to identify and utilize appropriate university and community resources to meet their personal, educational, and professional goals.
- Advisors and students can enhance the advising experience through the use of technology
- CEHD Advisors know and can effectively explain academic requirements (general education, major, minor, pre-professional, etc.) for all CEHD undergraduate programs.
- CEHD Advising Staff will be friendly and helpful and answer student questions.
Academic Advising – Student Responsibilities at WMU

Students are responsible for knowing their degree requirements, relevant policies, and deadlines and for consulting with their advisors. As a student you should:

- **Meet with an advisor** at least once per semester.
- **Read your WMU email** daily.
- **Take responsibility** for making your own academic and career decisions based on available information and advice, including your graduation plan.
- **Act professionally** and treat others with respect.
- **Seek advice** from advisors and faculty; be open to their suggestions.
- Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings; bring questions and necessary materials.
- Have a working knowledge of university policies, procedures, and campus resources.
- Familiarize yourself with Federal Educational Rights and Privacy Act or FERPA and how it governs our interaction with you, your family, and others.
- **Include your WIN** in all correspondence.
- Use technology and programs such as DegreeWorks, Facebook, Twitter, and Remind101 to keep yourself aware of program requirements, deadlines, and opportunities.

Academic Advising – Advisor Responsibilities at WMU

Academic advisors have the responsibility to uphold the integrity and value of your degree by maintaining the standards and policies of the university. Your academic advisors will:

- Assist you in making academic decisions consistent with your interests, abilities and goals.
- **Communicate** university, college, major and minor requirements, policies, and processes.
- Listen carefully and respect questions, concerns, and problems.
- **Assist** with scheduling; transfer and study abroad credit evaluation; and the graduation audit process.
- Utilize technology in a way that enhances the advising experience for students.
- **Help you discover** educational and co-curricular opportunities which complement your goals.
- **Present alternatives**.
- **Maintain student record confidentiality** according to WMU and FERPA guidelines.

Prepare for Every Advising Session

- **Always have your Bronco ID and WIN** with you and easily accessible.
- Bring your yellow advising envelope and any other advising materials.
- Use DegreeWorks to familiarize yourself with your program and your remaining requirements.
- Bring a list of potential courses for the next semester.
- Write down a list of topics/questions that you want to address with your advisor.
- Be prepared to discuss your long-term goals and plans.
# Suggested Advising Schedule/Timeline

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<th>Before First Year</th>
<th>Attend orientation; research majors/minors; participate in volunteer opportunities and/or employment related to your intended program or major.</th>
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| First Year        | **FALL:** Meet with an advisor between *September 15* and *October 15* to get course recommendations for Spring and Summer semesters, sign official program guides, learn about requirements, and other general information about your degree and path to graduation.  
**SPRING:** Meet with an advisor between *January 15* and *February 15* to get course recommendations for Summer and Fall semesters. Plan to complete requirements for admission in to the upper professional level or requirements for application to special programs in a timely manner in accordance with your plan.*  
*Teaching Majors:* Pass all 3 sections of the MTTC Professional Readiness Exam, Test #96 (formerly Basic Skills). Register, see test dates, study guides and practice tests at mttc.nesinc.com. |
| Second Year       | Choose a minor or specialization area (if required)  
Apply to the professional program/level (if appropriate) (**Athletic Training** in Fall; **Teaching Majors** in January; **Dietetics** and **Interior Design** in Spring)  
Meet with an advisor in the early Fall to map out a plan for graduation with course recommendations for upcoming semesters. |
| Third Year        | Meet with an advisor early in the semester to check on progress with graduation plan and make any changes or alterations. Apply for graduation audit and internship(s). |
| Fourth/Fifth + Years | Meet with an advisor early in the semester to confirm final degree requirements and review graduation audit. Complete course work and internships * Explore certification, employment, and other information about your career and/or graduate study.  
*Teaching Majors:* Take your MTTC Subject Area Tests |

## Web Resources

- **CEHD Website:** [www.wmich.edu/education](http://www.wmich.edu/education)  
- **CEHD Advising Website:** [www.wmich.edu/education/advising](http://www.wmich.edu/education/advising)  
- **Success Guide:** [http://wmich.edu/sites/default/files/attachments/u580/2015/studentsuccessguide-current.pdf](http://wmich.edu/sites/default/files/attachments/u580/2015/studentsuccessguide-current.pdf)  
- **Center for Academic Success Programs:** [www.wmich.edu/casp](http://www.wmich.edu/casp)  
- **Office of the Registrar:** [www.wmich.edu/registrar](http://www.wmich.edu/registrar)  
- **Academic Success Peer Coaching:** [http://www.wmich.edu/arts-sciences/academics/student-success](http://www.wmich.edu/arts-sciences/academics/student-success)

## Tips for College Success

- **Go to class!** Do your work and turn in every assignment! Take every test!  
- **Check your WMU email daily!**  
- **Keep all of your advising information**—including transfer, AP and IB credit—in your big yellow advising envelope and bring it with you to every advising session!  
- **Use technology and social media** including DegreeWorks, Facebook, Twitter, Remind101 to connect.  
- **Get involved** in campus life! Check out the student organizations specific to CEHD programs.  
- **Ask for help!** Meet with your instructors and utilize other campus resources!
How to Contact an Advisor--Main Advising Office

APPOINTMENTS:
- Appointments can be made through the CEHD Advising website: [www.wmich.edu/education/advising](http://www.wmich.edu/education/advising)
- Appointments should be made for graduation planning or map-outs, in depth career-major exploration, and extensive discussions including transfer students. Appointments typically are scheduled for a full hour.
- If you are unable to make your appointment, please call (269) 387-3474 to cancel.

DROP-IN HOURS:
- Weekly drop-in hours are on the CEHD Advising Website: [www.wmich.edu/education/advising](http://www.wmich.edu/education/advising)
- Drop-in advising should be reserved for general course recommendations, quick questions, and other inquiries that will take a short amount of time, especially during peak advising times.

EMAILS:
- Short, simple questions can be emailed to cehd-advising@wmich.edu. Response times will vary.
- Appropriate emails questions include: regarding registration errors, referrals, advising, or as needed if unable to drop-in or make an appointment.
- Due to FERPA, you must use your WMU email account (if you have one), especially for questions about you and your program. Please include your name and WIN#. If you are emailing about a registration error, please include the Course Registration Number (CRN) for the section you are trying to register for.

Social Media & Other Tools

- **DegreeWorks**: Access through GoWMU. View program requirements and do academic planning.
- **Facebook**: [http://www.facebook.com/WMU.CoEHD.Advising](http://www.facebook.com/WMU.CoEHD.Advising) Receive updates on important dates, opportunities, and other news and resources
- **Twitter**: [http://twitter.com/AdvisingCoEHD](http://twitter.com/AdvisingCoEHD) Reminders about important dates and information about WMU and CEHD events and opportunities.
- **Remind101**: Sign up for text messages to receive reminders about important dates and deadlines and to find out about events and activities! To receive messages via text, text “@coehds” (for all CEHD majors) to (810) 479-4773. You can opt out of messages at any time by replying, “unsubscribe@coehds.”