

**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](mailto:cehd-advising@wmich.edu)  
Website: [www.wmich.edu/education/advising](http://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](mailto:coehd-fesp@wmich.edu)  
Website: [www.wmich.edu/fesp](http://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](http://www.wmich.edu/education/advising) for drop-in hours and appointment scheduling

**TRiO FESP:** See [www.wmich.edu/fesp](http://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.

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**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.

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<b>Suggested Advising Schedule/Timeline</b>	
<b>Before First Year</b>	Attend orientation; research majors/minors; participate in volunteer opportunities and/or employment related to your intended program or major.
<b>First Year</b>	<p><b>FALL:</b> Meet with an advisor between <b>September 15 and October 15</b> 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.</p> <p><b>SPRING:</b> Meet with an advisor between <b>January 15 and February 15</b> 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.*</p> <p><b>Teaching Majors:</b> 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 <a href="http://mttc.nesinc.com">mttc.nesinc.com</a>.</p>
<b>Second Year</b>	<p><b>Choose</b> a minor or specialization area (if required)</p> <p><b>Apply</b> to the professional program/level (if appropriate) (<b>Athletic Training</b> in Fall; <b>Teaching Majors</b> in January; <b>Dietetics</b> and <b>Interior Design</b> in Spring)</p> <p>Meet with an advisor in the early Fall to map out a plan for graduation with course recommendations for upcoming semesters.</p>
<b>Third Year</b>	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).
<b>Fourth/Fifth + Years</b>	<p>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.</p> <p><b>Teaching Majors:</b> Take your MTTC Subject Area Tests</p>

**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://www.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>

**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!

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**TRIO FESP STUDENTS--Appointment Information**

Schedule an appointment by calling the TRiO FESP office at (269) 387-3500  
or via email at: [coehd-fesp@wmich.edu](mailto:coehd-fesp@wmich.edu)

**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](mailto:cehd-advising@wmich.edu). Response times will vary.
- Appropriate email 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> Receive updates on important dates, opportunities, and other news and resources
- **Twitter:** <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."