The Statler College Advising Center has designed this advising syllabus in efforts to assist the cultivation of a professional academic relationship between students and advisors. The advising relationship is an important one that can lead to a rewarding college experience. This document will provide insight into making the most of this relationship and should be referred to prior to each advising appointment.

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- **Advisor Responsibilities** – An academic advisor is expected to:
  - Provide guidance in course progression and navigating the academic process
  - Clarify Statler College and WVU policies and degree requirements
  - Explain requirements to maintain good academic standing
  - Model professional behavior
  - Support students in developing mentorships with faculty
  - Refer students to other University resources when needed
  - Discuss and develop future academic or career goals
  - Develop strategies for working with academic issues
  - Respond to student questions within a reasonable time frame – within 24 hours of the next business day (Monday – Friday).
  - Maintain confidentiality and following FERPA policies

- **Student Responsibilities** – As a student, you are expected to:
  - Introduce yourself to your advisor
  - Schedule meetings with your assigned advisor – it is important to have consistency with your assigned advisor in order for advisors to build a strong relationship with you
  - Check your MIX email, read the emails from advisors, and respond to emails in a timely fashion
  - Schedule and keep appointments with your advisor
  - If you need to cancel an appointment, please let your advisor know before the planned meeting time
  - Be prepared for each meeting
  - Identify academic issues and notify your advisor immediately when assistance is needed
  - Do not wait.
  - Ask questions to clarify any confusion related to policies, procedures, or academic progression
  - Meet with your assigned academic advisor at least once a semester to have the advising hold removed prior to scheduling the following semester’s courses.
  - Address faculty and advisors appropriately – ask how your professor or advisor would like to be addressed (Dr., Mrs., Ms., Mr., etc)

Do I need to schedule an appointment, unscheduled drop-in, or email?

- **Scheduled Appointment with Your Assigned Advisor**
  - Course progression planning for the following academic semester
  - Long-term academic or career planning
  - Academic difficulty
  - Course drops
  - Major change

- **Unscheduled Advising with any Statler College Advising Center Advisor**
  - In the event you need immediate assistance and your assigned advisor is not available
o Registration issues
o Schedule questions
o Policy clarification

• Email
  o Determine if you can drop-in or schedule an appointment
  o Quick question

Web Resources

Meet the Advisors: https://www.statler.wvu.edu/statler-student-services/advisors-staff

What to expect at an appointment: https://www.statler.wvu.edu/statler-student-services/advising

Frequently Asked Questions: https://www.statler.wvu.edu/statler-student-services/faq

Course Registration Instructions: http://registrar.wvu.edu/web_registration

Community and Campus Resources: https://www.statler.wvu.edu/statler-student-services/resources

Typical Advising Calendar

August

  • Fall semester begins
  • Last day to add/drop courses with a “W” (https://registrar.wvu.edu/calendars/add-and-drop-dates)

September

  • Labor Day Recess (First Monday of September)
  • Drop-In advising and scheduled academic difficulty advising available
  • Statler College Career Fair

October

  • Mid-Semester (End of week 8 of the semester)
  • Scheduled Advising Appointments for Semester Progression required for advising hold removal (all month)
  • Fall Break (October 12)
  • Last Day to Drop a Class (https://registrar.wvu.edu/calendars/add-and-drop-dates)
  • Spring and Summer course list posted online
  • Registration for spring and summer semester begins

November & December
• Thanksgiving Recess
• Last Day to Withdraw from the University ([https://registrar.wvu.edu/calendars/add-and-drop-dates](https://registrar.wvu.edu/calendars/add-and-drop-dates))
• Final Exams
• Fall Commencement
• Winter Recess

January
• Mid-Year Academy (Date TBD)
• Spring semester begins (January 7)
• Last day to add/drop courses ([https://registrar.wvu.edu/calendars/add-and-drop-dates](https://registrar.wvu.edu/calendars/add-and-drop-dates))
• Martin Luther King Day Recess (January 21)
• Drop-In advising and scheduled academic difficulty advising available

February
• Drop-In advising and scheduled academic difficulty advising available
• Mid-Semester (End of week 8 of the semester)

March
• Scheduled Advising Appointments for Semester Progression required for hold removal (all month)
• Spring Break (March 9 – March 17)
• Last Day to Drop a Class ([https://registrar.wvu.edu/calendars/add-and-drop-dates](https://registrar.wvu.edu/calendars/add-and-drop-dates))
• Fall course list posted online
• Registration for fall semesters begins

April
• Spring Holiday (April 19)
• Last Day to Withdraw from the University ([https://registrar.wvu.edu/calendars/add-and-drop-dates](https://registrar.wvu.edu/calendars/add-and-drop-dates))

May
• Final Exams
• Spring Commencement

For a detailed University calendar, visit: [https://provost.wvu.edu/academic-calendar](https://provost.wvu.edu/academic-calendar)
Appointment Tips (Before, During, After)

Before
- Determine which type of appointment you need (scheduled, drop-in, email)
- Schedule the appointment (if necessary) using SSC Campus (wvu.campus.eab.com)
- If you need to cancel the appointment, let your advisor know
- Be aware of the academic calendar and priority registration dates http://registrar.wvu.edu/pre_reg_dates
- Review your selected major’s plan of study and have a draft schedule planned.
- Bring any paperwork that needs signed by an advisor

During
- Show up on time.
- Keep your cell phone in silent mode.
- Be open with any concerns you have (academic or non-academic). Advisors can provide more assistance if they are aware of the “whole picture”
- Build a strong relationship with your advisor, and feel free to share more about yourself.
- Ask questions.

After
- Complete the advisor evaluation survey
- Keep a record of the meeting (and what was discussed) for your own records.
- Review your advisor’s notes in DegreeWorks.
- Complete any necessary follow-up items.
- If you would like to change the schedule outlined in DegreeWorks, talk to your advisor first.
- Ask for referrals if you believe you need more assistance.

Professional Email Etiquette
- Use your MIX email. This is the official communication system for the University and should be used for all correspondence with faculty and advisors
- Include a descriptive subject line, and note if it is time sensitive
- Include a greeting
- This is a formal message, not a text. Use complete sentences and correct grammar/spelling
- Be respectful
- Keep the email short and to the point. Include any background information needed
- If sending a reply, include the original message
- Close your email with your full name
- Verify the email address before clicking “send”