



Advising Guide

School of Music

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www.wichita.edu/CFAadvising

College of Fine Arts Mission

The College of Fine Arts at Wichita State University enhances and advocates artistic excellence through teaching, learning and expression.

Advising at WSU is an ongoing educational partnership between the student and professional/faculty and advising staff. Academic advising is much more than just schedule building; it is a personalized way to explore options, get information and make good decisions regarding academic and career goals.

Advisor Responsibilities: You can expect your advisor to:

- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals.
- Assist and encourage you by providing accurate information about required courses, graduation requirements, university resources and WSU policies and procedures.
- Work with you to plan the strategic progression of course work to allow graduation in a timely manner.
- Be accessible for advising appointments, telephone, e-mail and web correspondence.
- Collaborate with you to develop realistic academic goals and help monitor your progress toward those goals.
- Be FERPA trained and maintain confidentiality at all times.
- Maintain up to date information regarding your program check sheet(s), notes, e-mails and important documents.
- Encourage you to develop decision making skills and take responsibility for your educational plans and goals.

Student responsibilities: What you are expected to do:

- Schedule advising appointments each semester in a timely manner.
- Arrive on time, be prepared, and fully participate in the advising experience.
- Consistently check WSU Email for official notifications and university correspondence.
- Provide needed documents in cases requiring transfer equivalency information.
- Ask questions if you do not understand an issue or have a specific concern.
- Organize advising documents and maintain a record of your progress toward your academic goals.
- Bring advising documents to each meeting with your advisor.
- Clarify personal values and goals and provide your advisor with accurate information about your interests and abilities.
- Know the requirements of your degree program and make sure you are taking appropriate program courses for graduation.
- Become knowledgeable about college policies, deadlines and procedures.
- Follow through with all recommendations from your advisor.
- Identify university resources and career opportunities resources.
- Accept responsibility for your decisions and be aware of your actions and how they affect you, your academic progress and your financial status.

Additional Responsibilities of the Faculty Advisor:

- Establish an educational partnership with the student in establishing educational and professional goals and tracking his/her progress.
- Assist the student in navigation of the curriculum, especially concerning general education and course prerequisites.
- Know university policies, procedures and campus resources available to the student.
- Advocate for timely degree completion.
- Respond to the student's requests for an appointment in a timely manner.
- Take time to provide meaningful academic and career advice.
- Create a respectful and supportive atmosphere during advising sessions.
- Avoid any appearance of preferential treatment or conflict of interest.
- Discourage students from violating institutional policies.
- Maintain highest standards of professional conduct.
- Recognize the limitations of his/her experience and authority and be willing to ask for assistance from the School Director and/or Records Office.

Additional Responsibilities of the Staff Advisor / Record Coordinator:

- Provide advising as the initial contact for incoming freshman and transfer students via Shocker Connection appointments.
- Collaborate with school faculty and director to ensure a skilled and knowledgeable faculty advisor is assigned to each student in a timely manner.
- Maintain current and up to date student files for degree completion.
- Assist students with course registration regarding computer clearance, dropping or adding courses, changing colleges, changing majors, exception procedures and other such policies and procedures important to a student's ability to progress toward degree completion.
- Work with students who request transcript analysis for transfer equivalency and initiate needed paperwork.
- Work with faculty and students to maintain degree progress with CAPP (Curriculum Advising and Program Planning) or Degree Works.
- Assist students in referral and access to such services as: counseling, career and employment services, assisted instruction, success courses, math and writing labs and other help available for student development and success.

Expected Learning Outcomes for the Academic Advising Experience

- Students demonstrate how to find information about WSU opportunities, requirements, policies and procedures.
- Students demonstrate how to use their catalog, advising worksheets and degree audit report to identify degree requirements.
- Students utilize online technology independently to access university information.
- Students demonstrate how to use online technology (CAPP, BlackBoard, Banner Self-Service, Degree Works) to track individual progress towards a degree.
- Students use campus resources such as work-based learning, study abroad and Career Services to assist them in achieving their academic, personal and career goals.
- Students demonstrate the ability to make informed decisions about degree and career goals.
- Students choose courses that contribute to the completion of the degree requirements.
- Students develop a realistic graduation date within a timeline consistent with student's life circumstances.
- Students articulate and appreciate the purpose of higher education and what it means to be a member of the community of scholars.
- Students identify fields of study that are consistent with their interests, abilities and life goals.
- Students identify university resources, major requirements, career opportunities and campus resources.
- Students are able to clarify personal values and goals.
- Students select and register for appropriate courses using MyWSU.

Americans with Disabilities Act:

If you have a physical, psychiatric/emotional, medical or learning disability that may impact your ability to carry out assigned course work, contact the Office of Disability Services (DS), Grace Wilkie Annex (phone: 978-3309). DS will review your concerns and determine, with you, what accommodations are necessary for you. All information and documentation of your disability is confidential and will not be released by ODS without your written permission.

Notice of Nondiscrimination

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a Vietnam Era Veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0205; telephone (316) 978-6791.