Academic Advising Syllabus
Winona State University

Advisor: Warrior Success Center
Location: Maxwell 314
Phone: 507-457-5878
Website: www.winona.edu/advising
Hours: Monday-Friday 8:00 am to 4:30 pm

Appointments can be made by calling 507-457-5878 or stopping at Maxwell 314. General information may be found at www.winona.edu/advising.

Academic Advising Description:
The goal of advising is to help you get the most of your education. Specifically Warrior Success Center advisors will help you

- Make informed decisions about choosing classes, using resources, and selecting a major
- Learn how to utilize advising tools such as DARS (U.Achieve) and web registration
- Understand and navigate WSU policies, procedures & programs such as University Studies/General Education Program, academic standing, and registration

Learning Outcomes for Advisees:

- Clearly understand the purpose and format of your DARS and academic standing policy
- Understand the General Education Program requirements
- Understand the advising process
- Know & use web registration, websites, course catalog, etc. for advising and registration
- Understand individual college and/or major admission requirements when appropriate
- Know when and how to declare your major

Keys for Academic Success:

- Go to class everyday and get to know your professors/instructors
- Practice good study habits and develop and stay with an effective study plan
- Get academic assistance early if needed, including the use of Tutoring Services
- Understand the impact of dropping classes - academically and financially
- Research your potential major with “Prepare to Declare” and strive for required academic GPA
- Balance your course schedule, work, and extracurricular activities to make it manageable
Responsibilities in an Advisor-Student Partnership:

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<tr>
<th>Advisor Responsibilities</th>
<th>Student Responsibilities</th>
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<td>Maintain regular contact with students</td>
<td>Initiate meetings with your advisor at least once per semester</td>
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<td>Provide a safe environment to listen to students’ thoughts, questions, concerns, and</td>
<td>Be courteous and plan ahead (schedule appointments early and cancel or reschedule if</td>
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<td>ideas and address them in a confidential manner to encourage and support students as</td>
<td>necessary)</td>
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<td>they gain the skills and knowledge necessary for success</td>
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<td>Provide accurate and comprehensive information</td>
<td>Come to advising appointments prepared with questions and/or topics to discuss and plan to</td>
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<td>spend adequate time with your advisor</td>
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<td>Monitor students’ progress</td>
<td>Keep a record of your academic progress and goals</td>
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<td>Help students identify and clarify their academic goals</td>
<td>Be open to developing and clarifying your personal values and goals</td>
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<td>Guide students in making informed decisions to reach their specific academic goals</td>
<td>Take responsibility for making your own decisions</td>
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Link to important academic dates: [http://www.winona.edu/advising/importantdates.asp](http://www.winona.edu/advising/importantdates.asp)