

Washington State University Vancouver

College of Arts and Sciences Advising Center (CASAC)

Advising Syllabus

Location: Science & Engineering Building (VSCI) Room 130

Contact: (360) 546-9620

The College of Arts and Sciences Advising Center's (CASAC) main goal is to provide professional advising services to all our majors, minors, and pre-certified students while allowing faculty members to focus on mentoring students regarding graduate education, jobs, careers, internships and other future goals.

Our vision is for you to work collaboratively with your academic advisor and faculty mentor towards the goal of completing your degree and preparing for employment or professional school. Ultimately, it is your responsibility to achieve your goals, but we will help you in the planning.

Students, academic advisors and faculty mentors each play a role in achieving this vision of academic advising. Responsibilities are described below.

Students:

- Accept responsibility for your decisions and actions that affect your educational progress and goals.
- Establish effective communication with your academic advisor and faculty mentor.
- Be open and flexible to developing and clarifying your personal goals.
- Acknowledge a degree requires a minimum of 120 semester credits to finish and pace to completion will vary depending on how many credits are taken each term. I will consult with my advisor to create a projected graduation time line.
- Review your Advisement Report, accessed through my WSU, in preparation for your advising session.
- Familiarize yourself with the Academic Calendar and deadlines:
<http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX>
- Know the prerequisites required for courses, which can be found in the course catalog:
<http://www.catalog.wsu.edu/Vancouver>
- Be knowledgeable about academic regulations and procedures:
<http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX>
- Use appropriate campus resources when suggested by the advisor and seek help when needed.

Advisors:

- Guide students as they define and develop realistic goals.
- Encourage students to assume responsibility to explore their educational plans, options, and achievements.
- Understand and effectively communicate the curricula, graduation requirements, and university and college policies and procedures.
- Guide students in the selection of appropriate courses each semester, particularly time to graduation and course pre-requisites.
- Support students with information about strategies for utilizing resources and services available on campus and in the community.

Faculty Mentors:

- Discuss career objectives and specific course recommendations with students based on their interests.
- Discuss potential for internship opportunities in field of interest.
- Discuss undergraduate research opportunities.