Undergraduate Advising Syllabus

updated April 2014
A NOTE FROM THE ADVISORS

Welcome to WSU Tri-Cities! Furthering your education is one of the best steps you can take to increase your knowledge of the world and prepare for a career and lifelong learning. We are here to help you achieve your academic goals.

Advisors and students share the responsibility for academic planning. Advisors help students understand academic requirements and develop a plan of study.

STUDENT RESPONSIBILITIES

• Schedule a meeting or an E-Advising meeting with your advisor every semester
• Prepare for advising meetings by gathering all relevant information and materials
• Have all non-advising holds removed before meeting with your advisor
• Keep a personal record of your progress toward academic goals and check the Advisement Report & Degree Audit in Zzusis regularly
• Be aware of the academic dates and deadlines every semester
• Become knowledgeable about policies, procedures, and requirements
• Check your Zzusis portal and WSU e-mail on a regular basis. These are the University’s official means of communicating with you
• Check your mid-term and final grades every semester and contact your instructor and advisor if you have any questions or concerns
• Take advantage of the academic success resources available at WSU Tri-Cities (See the list in this handout)
• Make informed, responsible decisions to achieve your educational goals

ADVISOR RESPONSIBILITIES

• Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures
• Assist students in exploring their educational options
• Assist students in understanding their degree and GPA requirements
• Assist students in formulating semester and graduation plans
• Assist students in developing decision-making skills and in assuming responsibility for their educational plans and achievements
• Be accessible for meeting with advisees during office hours
• Refer students to other campus resources as necessary
• Maintain confidentiality
UNDERGRADUATE DEGREES OFFERED AT WSU TRI-CITIES

Business Administration, B.A.
*Accounting, Business Administration, Management & Operations*

Civil Engineering, B.S.

Computer Science, B.A., B.S.

Digital Technology & Culture, B.A.

Education, B.A.
*Elementary Education*

Electrical Engineering, B.S.

English, B.A.
*Literature, Professional Writing*

Environmental Science, B.S.

History, B.A.

General Humanities, B.A.
*Concentrations: English and History*

Integrated Plant Sciences, B.S.
*Viticulture & Enology*

Mechanical Engineering, B.S.

Nursing, B.S.N., R.N. to B.S.N.

Psychology, B.S.

Science, B.S.
*General Biological Sciences, General Mathematics, and General Physical Sciences*

General Social Sciences, B.A.
*Concentrations: Anthropology, History, Psychology, Sociology*
ADVISING MEETINGS

Advising or E-advising is required every semester in order to register for the following semester(s). The best times to schedule advising appointments are

- October for spring semester registration (Spring semester starts in January)
- March for summer and fall semester registration (Summer semester starts in May or June, and fall semester starts in August)

Appointments can be made online at tricity.wsu.edu/ualc/

Prepare for your advising meetings.

- Review your degree audit to check which requirements you need to complete
- Review the schedule of classes and write down any courses you are considering taking
- Write down any questions that you may have

Registration time and holds

As a student, it is your responsibility to know when you are eligible to register for classes and if you have any holds that prevent registration. Each semester you will have an advising hold that is removed once you meet with your advisor or use E-Advising.
UNDERSTANDING YOUR DEGREE
and UNIVERSITY REQUIREMENTS

Be responsible for your progress. Review your degree audit each semester. Talk with your advisor right away if something on the audit looks inaccurate.

DEGREE REQUIREMENTS
Every degree has the same structure

• University Common Requirements (UCORE) or General Education Requirements (GERs)
• College Requirements (specific to the college your degree is in)
• Major Requirements (specific to your major)

JUNIOR WRITING PORTFOLIO
The Writing Portfolio must be completed when you have 60 credit hours. It is used to assess your writing before you enroll in your Writing in the Major courses and other upper-division courses that assign writing.

• Turn in 3 original papers from college-level courses. These papers must include the instructor’s grading marks and must be signed off by instructor(s).
• Take the Timed Writing Exam, which consists of composing two handwritten essays in two hours.
• For more information or to download the Writing Portfolio packet materials, see tricity.wsu.edu/juniorwriting

HOLDS THAT MAY APPEAR ON YOUR ACCOUNT

*Academic Deficiency & Reinstatement—This hold appears if your semester or cumulative GPA falls below 2.0 or if you do not complete conditions set by the reinstatement board. Contact reinstatement@tricity.wsu.edu or 509-372-7358.

*Financial Aid/Scholarships—There are several reasons this hold may appear on your account. If you have questions, contact the financial aid office at finaid@tricity.wsu.edu or 509-372-7228.

*Student Conduct—This hold may appear if you have an outstanding student conduct case. Contact the student conduct officer at conduct@tricity.wsu.edu or 509-372-7358.

*Student Accounts—This hold typically indicates that there is a balance due on your account. Contact the Tri-Cities Student Accounts office at 509-372-7498.

*Transcripts and Diploma—This hold is typically placed on your account if you are in your first semester at WSU and have not submitted your final transcript, either from high school or the college from which you transferred. Contact admissions@tricity.wsu.edu or 509-372-7250

*Junior Writing Portfolio—This hold is placed if you have earned 60 credits and have not completed the Junior Writing Portfolio. Visit tricity.wsu.edu/juniorwriting or call 509-372-7399
YEARY CALENDAR AT A GLANCE

<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Spring semester begins</td>
<td>• Last day to drop a class without a record on your transcript</td>
<td>• Advising begins for summer and fall registration</td>
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<tr>
<td>April</td>
<td>• Registration begins for summer &amp; fall semesters</td>
<td>• Spring semester ends &amp; grades are posted</td>
<td>• 1st summer session ends</td>
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<tr>
<td></td>
<td>• Last day to withdraw (W) from a class</td>
<td>• Commencement</td>
<td>• 2nd summer session begins</td>
</tr>
<tr>
<td>July</td>
<td>• 2nd summer session ends</td>
<td>• Summer session grades are posted</td>
<td>• Last day to drop a class without a record on your transcript</td>
</tr>
<tr>
<td>October</td>
<td>• Advising begins for spring class registration</td>
<td>• Registration begins for spring semester</td>
<td>• Fall semester ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last day to withdraw (W) from a class</td>
<td>• Fall semester grades are posted</td>
</tr>
</tbody>
</table>

*For specific dates, please refer to the academic calendar at catalog at wsu.edu/General/AcademicCalendar.

ACADEMIC SUCCESS RESOURCES

STUDENT COUNSELING SERVICES  
West 263, 509-372-7153  
abeidler@tricity.wsu.edu  
www.tricity.wsu.edu/counseling

DISABILITY SERVICES OFFICES  
West 269, 509-372-7352, ctijerina@tricity.wsu.edu  
www.tricity.wsu.edu/disability

LEARNING CENTER  
509-372-7399, jsmearma@tricity.wsu.edu  
www.tricity.wsu.edu/learningcenter

TRIO STUDENT SUPPORT SERVICES  
East 203, 509-372-7257  
www.tricity.wsu.edu/triostudentsupport

VETERANS RESOURCE CENTER  
West 203, 509-372-7143, veterans@tricity.wsu.edu  
www.tricity.wsu.edu/va

WRITING CENTER  
CIC 201, 509-372-7372  
www.tricity.wsu.edu/writingcenter
4-YEAR ADVISING/CAREER CHECK LIST

Freshman Year
- Understand UCORE requirements
- Visit the library and learn how to use the library resources
- Learn how to use the Learning Management System for your courses
- Use the Academic Calendar to familiarize yourself with the academic dates and deadlines
- Save all papers your write in your classes so that you can use them for the Junior Writing Portfolio
- Get to know your instructors by asking questions and attending office hours
- Check your mid-term and final grades and make a habit to check them every semester
- Learn about career options and academic major connections at the Career Development Center

Sophomore Year
- Continue to save all papers written in classes and have instructors sign the cover sheets for the Junior Writing Portfolio.
- Certify your major, if possible
- Explore internship opportunities at the Career Development Center
- Continue working with your instructors by asking questions and attending office hours

Junior Year
- Complete the Junior Writing Portfolio
- Certify your major when possible
- Develop a career strategy with the Career Development Center
- Think about graduate school programs and timelines
- Consider research opportunities within your major
- Ask about internship opportunities
- If you plan to apply for graduate school, take the GRE or other required exams

Senior Year
- If you plan to attend graduate school, check the deadlines and apply
- Submit your graduation application for WSU
- Take your résumé to the Career Development Center for review
- Attend the Career Fair
- Walk in the commencement ceremony to celebrate earning your degree.
GLOSSARY

**Academic Deficiency**: Undergraduate students are in good standing if both their current WSU semester and cumulative GPA are 2.00 or above. Students not meeting these criteria are considered academically deficient.

**Add/Drop**: The process for dropping or adding classes by a specified deadline after initial enrollment. Students must add or drop by the deadline. If a student does not attend a class, he is not automatically dropped from that class. Dropping a course may change student status from full-time to part-time. Students receiving financial aid or Veteran’s benefits should check with a financial aid officer or Certifying Official for possible effects on eligibility to receive financial aid or Veteran’s benefits. The deadlines to add or drop can be found on the online Academic Calendar at wsu.edu/General/AcademicCalendar

**Advisement Report/Degree Audit**: An automated record that shows a student’s progress toward completing an undergraduate degree in a particular major.

**Cancellation of Enrollment**: The process for dropping all classes in which a student is enrolled. The student needs to follow withdrawal procedures. Not attending class does not officially withdraw a student from classes. Students receiving financial aid or Veteran’s benefits should check with a financial aid officer or Certifying Official for possible effects on eligibility to receive financial aid or Veteran’s benefits. Before you cancel your enrollment, talk with your advisor about all possibilities other than withdrawing from courses.

**Catalog**: A virtual publication by the university that contains general information about faculty, admissions, financial aid, student life activities, policies and procedures, course descriptions, degree requirements, and so on. The catalog is available online at www.catalog.wsu.edu/general

**Certify a major or minor**: Upon completion of 24 semester hours, and upon meeting department, program, or school certification requirements, a student may certify in an academic major with the approval of the appropriate academic department, program, or school. Many departments, programs, or schools require additional criteria beyond the minimum 24 hours for certification and a grade point average higher than the minimum of 2.00. Your advisor can inform you of specific certification procedures for your desired major.

**Drop with Penalty/Withdrawal**: The process for dropping one or several classes after the add/drop period is over. The student needs to follow withdrawal procedures. Not attending class does not officially withdraw a student from class. Withdrawing from a class could change status from full-time to part-time. If receiving financial aid or Veteran’s benefits, the student should report the change to the financial aid office or Certifying Official.

**E-Advising or Online Advising**: An online form students can complete which lets their advisor know their planned schedule for the next semester. This option is only for students who are certified in their major, are familiar with their degree audit and requirements, and have met with their advisor at least once. The form is online at tricity.wsu.edu/eadvising

**Elective**: A course chosen by a student because of academic interest. The course will not count toward the General Education Requirements or a major or minor field. The advisor can help in selecting elective courses.

**FERPA**: Family Educational Rights and Privacy Act of 1974 is a federal law designed to provide students by giving greater access to and control over information contained in their educational records. FERPA prohibits the University from releasing information (other than directory information)
to anyone, including parents, without prior express written consent from the student. Students can give this consent in Zzusis.

**Graduation Application:** A form completed by a student that tells WSU the semester and year a student plans to finish a degree. Students are required to file this application in order to graduate. Students can submit the application as soon as they have reached 70 semester credits and know when they are planning to graduate. The application should be submitted no later than the semester before the degree will be completed. Deadlines are posted on the Tri-Cities web site. There is a fee to apply for graduation.

**Holds:** Holds are administrative processes that do not allow a student to access his or her academic account to register or adjust classes until specific requirements have been met.

**Learning Management System:** An online portal in which instructors can post assignments, announcements, class syllabus, grades, etc.

**Major/Plan:** A concentrated field of study in which a student earns a degree.

**Minor:** A student’s secondary field of study outside the major discipline. Completing a minor is optional. See an advisor for the minors available at this campus.

**Prerequisite:** An introductory class that prepares students for more advanced classes. Course prerequisites are found in the course descriptions in the catalog.

**Reinstatement:** The process by which a student applies apply for continued enrollment at WSU after being academically deficient with a GPA below 2.0 GPA.

**Shopping Cart:** In Zzusis, a virtual shopping cart where you put desired classes before enrolling in them.

**Student Center:** A section in your Zzusis account where you find all of your academic information, such as advisement report, class schedule, class registration, financial aid, etc.

**Sub-Plan:** A term used in Zzusis to describe an option within a major/plan. For example, the sub-plans offered in the Business Administration major are Accounting, Business Administration, and Management & Operations.

**Swap:** To change to a different section of the same class. This function is available under ‘Enroll’ in the Student Center.

**Syllabus:** An instructor’s outline and overview of a class with information about expectations, learning outcomes, grading criteria, assignments, due dates, contact information, office hours, etc.

**Transfer Credit Report (TCR):** A report compiled by the Admissions office when a student is admitted to WSU. The TCR shows how courses taken at other colleges or universities transferred to WSU. Students can view their TCR in the ‘My Academics’ section of the Student Center.

**Web-Based Courses:** Courses that are offered through WSU Tri-Cities and taught solely in an online format that uses the Learning Management System.
ACADEMIC ADVISORS AT WSU TRI-CITIES

Tammy Castrellon
- Liberal Arts: English, History, General Humanities, Psychology, and General Social Sciences. Also, students who started in Digital Technology and Culture prior to fall semester 2014
  - tcastrellon@tricity.wsu.edu
  - 509-372-7382

Lindsay Lightner
- Pre-Education, Elementary Education, Environmental Science and Integrated Plant Sciences (Viticulture & Enology)
  - llightner@tricity.wsu.edu
  - 509-372-7366

Linda Miller
- General Biological Sciences, Pre-Nursing and Nursing, Pre-Health Sciences (Pre-Med, Pre-Dental, Pre-Pharmacy, etc.), General Physical Sciences, General Mathematics, and Undecided
  - millerl@tricity.wsu.edu
  - 509-372-7202

Renee Smith
- Civil Engineering, Computer Science, Electrical Engineering and Mechanical Engineering
  - rrsmith@tricity.wsu.edu
  - 509-372-7316

Kristen Wilson
- Business Administration and Digital Technology & Culture students who began in fall semester 2014 or after
  - kris tenwilson@tricity.wsu.edu
  - 509-372-7614

Questions, concerns, or comments about advisors or advising should be directed to Dr. Carol Wilkerson
carol.wilkerson@tricity.wsu.edu
509-372-7139