

Faculty Advising Resource Guide

Things to Know about Advising at WOU

WOU places mandatory advising holds on every student during the fifth week of the term. Students are asked to reach out to their assigned faculty advisor prior to registration (eighth week of the term).

Student Records and DegreeTracks – As an advisor, you will have access to student transcripts and a degree audit tool to review what requirements students have met/need. **To access student records, you will need to complete FERPA training.** Contact Amy Clark in the Registrar's Office for more information.

Student Success & Advising (Advising Center, 503-838-8428) provides several resources to students and advisors on our website (www.wou.edu/advising) and through our Student Success Advisors. Please reach out to Niki Weight, Director of SSA, with any questions about advising resources or training requests.

Common Topics You May See in an Advising Interaction

Using DegreeTracks to:

- Review major requirements
- Discuss general education requirements (see attached general education guide as an additional resource for reviewing requirements with students)
- An opportunity to learn about students' major/career goals and how they align with the major and general education
- Establish a graduation plan to map out future semesters based on remaining requirements

Academic Standing: Academic Warning, Probation, Continued Probation or Suspension (see attached handout for more info on the academic standing process)

Referring to Campus Resources to: (see reverse side for a guide to campus resources)

- Help students have access to resources to achieve success in college
- Engage students with the campus community outside the classroom to get the most out of their college experience

Change of Major/Advisor Paperwork (<http://www.wou.edu/registrar/forms/>)

A student desiring to change their major needs to have the form signed by the new major advisor and then takes the form to that department for processing. Advisor contact information for each division/department can be found at: <http://www.wou.edu/advising/faculty-advisor-contact/>

Preparing for/Conducting an Advising Session Tips

Review, if possible, past notes with the students to review what has been discussed. After an advising interaction, record notes (in DegreeTracks or WCS) for future reference.

Take time to get to know the student's educational and personal goals. This can be useful in referring them to applicable campus resources and making a plan for graduation (including extracurricular activities).

Develop rapport with the student. Faculty advising is a great opportunity for students to connect with their major and succeed in the program.



TOGETHER WE
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Campus Resources

Abby's House Center for Equity and Gender Justice · WUC 106 · 503-838-8219 · wou.edu/abbyshouse

- Provides educational programming, information, and referral services to promote equity and non-violence.

Business Office · Admin, 1st Floor · 503-838-8201 · wou.edu/business

- Provides information to students regarding tuition and fee charges and payment options.

Financial Aid · Admin 310 · 503-838-8475 · wou.edu/finaid

- Provides students and families with counseling and advice about financial aid questions including federal, state, and institutional aid options.

Multicultural Student Services and Programs · WUC · 503-838-8737 · wou.edu/mssp

- Provides educational opportunities and programming for ethnically and cultural diverse students and coordinates the Diversity Scholars and On-Track programs.

Office of Disability Services · APSC 405 · 503-838-8250 · wou.edu/disabilityservices

- Provides reasonable accommodations to ensure students with documented disabilities have equal access to programs and services.

Student Engagement · WUC 210 · 503-838-8261 · wou.edu/student-engagement

- Provides activities to enhance the social, intellectual, and aesthetic life on campus.

Student Enrichment Program · Advising Center · 503-838-8550 · wou.edu/sep

- Provides academic support services to students who are first generation college students, low income, or qualify as having a documented disability.

Student Health and Counseling Services · SSHC · Health Center: 503-838-8313 · Counseling Center: 503-838-8396 · wou.edu/student/health

- Offers free medical and counseling services to students registered for six or more credits. These services includes clinical services and confidential counseling for individuals, couples, and groups.

Service Learning and Career Development · WUC 119 · 503-838-8432 · wou.edu/slcd

- Provides resources to help students discover major, volunteer, internship, and career options and prepare for employment or graduate school after graduation.

Student Success & Advising: Tutoring Center · APSC 401 · 503-838-8428 · wou.edu/advising/tutoring

- Individual tutoring appointments for requested classes, specifically targeting general education classes (excluding writing, math, and science).

The Math Center · HL 228 · wou.edu/mathcenter

- Provides free drop-in tutoring and study space for math classes (Math 60-200 level courses)

The Science Center · HL 124 · wou.edu/sciencecenter

- Provides free drop-in tutoring and study space for 100-200 level chemistry, biology, Earth science and physics classes.

Registrar's Office · Admin 104 · 503-838-8327 · wou.edu/registrar

- Responsible for managing and updating student records and assists with issues regarding registration, transcripts, grades, DegreeTracks, enrollment verification, and graduation.

Veteran's Resource Center · WUC 108 · 503-838-9246 · wou.edu/veterans

- Offers services and resources for active duty, reserves, National Guard, veteran, and military dependent students.

Writing Center · APSC 301 · 503-838-8286 · wou.edu/writingctr

- Supports students' development and success as college writers by providing peer tutors for one-one assistance.

WOU'S ACADEMIC STANDING



POLICY



Good Academic Standing

This means the student is earning 2.0 in their term GPA's. Student has a cumulative GPA above a 2.0.

Academic Warning

This means student's term GPA has fallen below a 2.0. Student will need to complete AALC online workshop or meet with Student Success Staff

Academic Probation

This means the student has fallen below 2.0 GPA in two consecutive terms.

If term GPA is above 2.0, go back to Good Academic Standing.

If student earned a 2.0 term GPA, and cumulative GPA is above a 2.0, student will return to good academic standing.

Continued Probation

If student earned a 2.0 term GPA, but overall cumulative GPA is still below a 2.0.

ACADEMIC SUSPENSION

This means the student must take a mandatory term off for first suspension, and a year for second suspension. Student must complete Request for Reinstatement, and submit to the Registrar's Office.