

**West Chester University of Pennsylvania  
Academic Success Program**

**Academic Advising Syllabus**

Dr. Marie Bunner  
Room 235, Lawrence Center  
610-436-3274  
mbunner@wcupa.edu

Dr. John Craig  
Room 232, Lawrence Center  
610-436-3274  
jcraig@wcupa.edu

Dr. Tiffany Jones  
Room 236, Lawrence Center  
610-436-3274  
tjones2@wcupa.edu

**How to Schedule an Appointment with Your Advisor**

Meet with your advisor at least once every semester to plan your courses for next semester and to discuss major/career interests.

**Advising Dates to Remember**

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- **September – early October:**  
Schedule your appointment with your advisor to select Spring classes. *Note: Schedule your appointment early in September if you have priority scheduling.*
- **February – March:**  
Schedule your appointment with your advisor to select Fall classes. *Note: Schedule your appointment at the end of January if you have priority scheduling.*

To schedule an appointment with...

- Dr. Marie Bunner go to <https://go.oncehub.com/mariebunner>
- Dr. John Craig, go to <https://go.oncehub.com/johncraig>
- Dr. Tiffany Jones, go to <https://go.oncehub.com/tiffanyjones>

**Academic Advising Description/Definition**

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning.

Academic advising is a collaborative teaching and learning process between the student and the faculty advisor. Effective advising should assist students in achieving their academic, professional, and personal goals.

**Responsibilities of the Academic Advisor include:**

- Assisting students as they develop their academic program of study by:
  - Exploring with students their individual interests, abilities and goals;
  - Aiding students in the creation of an academic plan;
  - Counseling students in the selection and sequencing of courses that meet the various degree requirements;
- Identifying university resources that may be of value to the student and making appropriate referrals;
- Knowing university academic policies and procedures as they relate to the needs of students.

**Responsibilities of the Student include:**

- Meeting with your advisor at appropriate times during the semester;
- Being aware of important, relevant deadlines and then meeting them;
- Completing all forms and submitting them to the appropriate offices;
- Reviewing university policies and procedures as needed;
- Developing and clarifying the values and goals that impact your academic decisions;
- Creating an academic plan for your remaining semesters;
- Understanding the requirements for your major(s) and minor(s) of interest;
- Understanding the university general education requirements;
- Having knowledge of the undergraduate catalog and the information in the Undergraduate Course Schedule;
- Examining your academic record for accuracy on a regular basis;
- Saving all academic advising and course registration related documents;
- Being aware of prerequisites for the courses you plan to take;
- Providing to the Registrar's office the official transcripts for courses taken at other institutions; and
- Recognizing the need for student resources and services on campus and using them.

**Expected Student Learning Outcomes for the ASP Advising Experience**

Through the academic advising experiences, students will

- Demonstrate the ability to make effective decisions concerning degree and career goals.
- Develop an educational plan for successfully achieving goals and select courses each semester to progress toward fulfilling that educational plan.
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist in achieving academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Graduate in a timely manner based on the chosen educational plan.

**Demonstrating Student Achievement of Learning Outcomes**

In order for students and advisors to accurately measure and document that students have achieved the learning outcomes for academic advising, the advisor and student will collectively contribute to the student's advising file, to be maintained by the advisor. This file will include a variety of documents such as the educational plan for the student, semester schedules and displays of academic progress, information regarding usage of campus resources, copies of relevant correspondence and other documents of note.

**Safe Zone**

The faculty and staff of the ASP are committed to providing an environment which is inclusive of, open to, respectful and supportive of all students. We are pleased to provide our services to students of all ages, genders, races, cultures, abilities, sexual orientations, religious backgrounds and socio-economic statuses.

**Assistance for Students with Disabilities**

West Chester University will make every effort to assure students with disabilities access to all classes required for their program of study and will endeavor to remove any and all obstacles to a fulfilling, comprehensive university experience. Students should contact the Office for Services for Students with Disabilities to arrange suitable accommodations.