



SOUTHWESTERN UNIVERSITY

ADVISING AND RETENTION

Advising Syllabus

Southwestern University empowers students to think, create, and make meaning through intentional connections, innovative academic pursuits, and a vibrant residential community. The purpose of advising at Southwestern is to create a dynamic relationship where students collaborate with faculty and staff advisors to foster each student's academic potential through making connections among classes, experiential learning, and co-curricular programming.



ADVISING GOALS FOR ADVISEES

- Develop an intentional collaborative relationship with your advisor
- Understand the structure and purpose of Southwestern's curriculum
- Create a narrative that connects your classes, experiential learning, and co-curricular programming
- Identify and explain your personal and professional short and long-term goals
- Use institutional resources to meet your goals

STUDENT RESPONSIBILITIES

- Develop a strong working relationship with your advisor and make appointments when requested and necessary
- Be respectful and inclusive in your communications and interactions with your advisor
- Prepare for and be active in your advising meetings and ask questions when you have them
- Reflect on your personal interests, skills, and goals and share them with your advisor
- Learn and understand the Catalog and SU's policies, procedures, deadlines, and requirements
- Use the technological resources (WebAdvisor, etc) available to help you make informed decisions toward and plan your degree requirements
- Seek out additional faculty and staff who can assist you with your academic and career planning when needed
- Follow through on plans-of-action identified during advising meetings
- Take responsibility for completing your academic plan

ADVISOR RESPONSIBILITIES

- Develop a strong working relationship with your advisee and be available for appointments as needed
- Be respectful and inclusive in your communications and interactions with your advisee
- Inform your student about your advising style and expectations
- Assist students in exploring and defining their interests, skills, and goals
- Remain current with the Catalog and SU's policies, procedures, deadlines, and requirements
- Maintain confidentiality regarding student information while following FERPA guidelines at all times
- Inform students of and provide appropriate referrals to campus resources that enhance their academic and/or personal experience at SU
- Discuss plans-of-action
- Help students to make decisions and take ownership of their choices

