

# ACADEMICS AND REGISTRATION GUIDE

## Academic Advising

You will have a faculty advisor from your declared program area or general studies department. If you have not chosen a program area and are taking six credits or more, you will be assigned an advisor to assist you in developing your personalized plan. Advisors help students with academic issues such as determining appropriate classes and sequencing of the courses and registration activities. The faculty advisors will assist you in accomplishing your career goals. They are available for questions or special help during office hours.

During the first term of attendance at WITC each student will be assigned an academic advisor. You should become as well acquainted as possible so that the two of you can develop a continuous working relationship with one another. The advisor will often be the person best qualified to assist a student in working out the specific procedures for their academic pursuits and frequently is best informed about local career opportunities in the student's field.

Responsibilities of Students in the Advising Process:

1. Become familiar with general studies, graduation, and program requirements and monitor progress toward fulfillment of these requirements.
2. Schedule an appointment with your advisor in advance of your registration date and come prepared for this meeting with a course schedule and a draft of next term's class schedule.
3. Schedule an additional appointment with your advisor when in academic difficulty, before changing programs or before withdrawing from the college.
4. Seek your advisor's assistance with academic decisions rather than expecting advisors to make those decisions. Accept responsibility for the decisions you make.
5. Seek information about on-campus opportunities appropriate to your program plan (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and related certificates.

## Mid-Term Advisement

Mid-way through each term, advisors conduct advising interviews with each student. It is an opportunity to sit down with an advisor one-on-one and discuss your progress and/or any difficulties you may be experiencing.