



ACADEMIC ADVISING



Philosophy of Academic Advising

Academic advising is the process in which you, the student, and your advisor work together to set goals for your academic life. It is a collaborative process and, ultimately, you are responsible for your educational experience. Higher education has the potential to change your life for the better if you set goals and strive to achieve them. APEX advisors will not “prescribe” answers or programs for you, but will encourage you to find your own academic areas of interest. You will be in charge of reaching those goals, but we will help in whatever way possible.

Core Values of Academic Advising

Advisors are responsible:

- for themselves and their professional practices
- to the individuals they advise
- to their educational community
- for involving others
- to higher education
- to their institutions



About Your Advisor

Your advisor is a professional who has expertise in locating information, interpreting University policies and requirements, navigating the institutional maze, and assisting you in exploring your educational options.

During your meetings, you can expect to receive courteous service, accurate information, and referrals to appropriate campus resources from a caring professional who is interested in connecting you with all that Wayne State University has to offer.

Your APEX academic advisor is available to assist you in:

- Understanding the APEX and University program requirements.
- Adjusting to college life.
- Understanding the University general education requirements.
- Exploring majors, and preparing for your professional school.
- Planning course selection and registration.
- Preparing a plan of work.
- Creating a “what if” analysis.
- Dropping and adding classes.
- Developing strategies to improve GPA.
- Working with your APEX peer mentor.
- Fulfilling your Eight-hour study agreement requirement.
- Preparing to meet the APEX transfer requirements.
- Getting ready for your APEX exit interview.

Your APEX academic advisor can also help you find resources for:

- Help with study skills
- Help in identifying career interests
- Help with personal problems
- Information about financial aid and campus employment



APEX Academic Advising Requirements

Meet with your assigned APEX academic advisor eight times a semester.

Register for classes with your assigned APEX advisor.

Add/Drop classes with your assigned APEX advisor.

Seek advising assistance from your APEX advisor only.

How to Prepare for Your Academic Advising Session

- Make a list of questions you need answered.
- Be prepared to honestly discuss details of your academic performance.
- Bring your appointment calendar or planner to jot notes for future appointments.
- Don't depend exclusively on your cell phone for reminding you about appointments.
- Arrive for your scheduled appointment on time.
- If you must cancel, do so as soon as possible and immediately reschedule another appointment.
- Familiarize yourself with the academic calendar and be aware of deadline dates.
- Seek help when needed and use appropriate campus resources.
- Bring an open mind and a readiness to accept new information or new ways of seeing things.

Expectations for the Student/ Advisor Relationship



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You should expect your advisor to:

- Be honest with you.
- Understand university requirements, and effectively communicate them to you.
- Provide a safe place where you can share your thoughts, aspirations, concerns and interests.
- Assist you in understanding the purpose and goals of higher education.
- Encourage and support you as you gain the skills and knowledge necessary for success.
- Be accessible to you during posted office hours, by telephone and e-mail.

You should NOT expect your advisor to:

- Have all the answers. However, he/she will be willing to find out where you can get those answers.
- Make decisions for you. You must make them for yourself.
- Circumvent University policies and procedures, although he/she will support you and advocate on your behalf whenever possible.

How to Have a Successful Relationship with Your APEX Academic Advisor:

- It is best to call your assigned academic advisor and schedule an appointment. Do not wait for him/her to call you.
- Call your advisor to cancel or reschedule if you will not be able to keep an appointment.
- Always turn off your cell phone before your meeting begins.
- Activate your WSU e-mail account and check your e-mail regularly.
- Keep your address and phone number current in the WSU directory.
- Send professional looking e-mail to your advisor, faculty or staff members.