How to Prepare

In order to spend your advising time effectively, prepare for your meeting by following these suggestions:

- **EXAMINE** your Degree Works worksheet (which shows all completed and remaining degree requirements).
- **CHECK** to be sure you understand program requirements, policies, and procedures for the bulletin year under which you were admitted to the program.
- **REVIEW** the schedule of classes.
- **COMPOSE** a list of questions you want to ask your advisor.
- **LOOK** at WSU’s academic calendar (so you will not miss deadlines).

Learning Outcomes

By actively participating in academic advising you will learn to . . .

- **DEVELOP** relationships with your advisors and faculty to assist you in meeting your academic and career goals.
- **UNDERSTAND** how your general education courses prepare you to think critically, communicate effectively, and offer you a broad-based, common body of knowledge.
- **VALUE** the connection between your general education courses and your major courses, and how they relate to your career path.
- **GET INVOLVED** in campus life either through a learning community, student organization, or volunteer program.
- **MAKE USE OF** various resources on campus (Writing Center, Academic Success Center, Financial Aid Office, etc.).
- **EXPLORE** employment opportunities or graduate school options.
Student & Advisor Expectations

CLAS Advisors and advisees are *partners* in the advising process.

When you seek departmental advising you should have a reasonable expectation that you will be in a safe, respectful, and confidential setting to ask questions, discuss your interests, and express your concerns.

**Advisors are expected to:**

- Be a personal guide through your college experience and listen carefully to your questions and concerns;
- Be knowledgeable about university and department programs, polices, and procedures;
- Partner with you to assist in creating an educational plan that is consistent with your academic and career goals;
- Develop and define alternative solutions as they relate to your academic success; and,
- Be available to connect you with campus and community resources.

Likewise, when you come in for advising, your Advisor should have reasonable expectation that he or she will be treated as a trusted and respected partner in the advising process.

**Students are expected to:**

- Have ongoing contact with their Advisor and schedule regular appointments (e.g., once per semester) using the Wayne Advising Management System (WAMS);
- Come to appointments prepared with knowledge of which classes to take, questions to ask, and topics of interest to discuss;
- Be an active learner by participating fully in the advising experience;
- Ask questions if you do not fully understand an issue or if you have a specific concern;
- Reflect upon your goals and educational plans and be prepared to discuss them; and,
- Take a *primary* and increasing responsibility for making your own decisions based on available information and advice.

Campus Resources

*ONLINE WEBSITES FOR ROUTINE ACADEMIC INFORMATION*

[wams.wayne.edu](http://wams.wayne.edu)

The Wayne Advising Management System, or WAMS, is the online system undergraduate students should use to schedule appointments with Advisors in the College of Liberal Arts and Sciences. Go to WAMS and log in using your Access ID to schedule an appointment with the Advisor in your department. You may also access WAMS via Academica.

[academica.wayne.edu](http://academica.wayne.edu)

Academica is primary portal for which students, faculty, and staff may access most Wayne State University systems and services. Using Academica, you can access your Wayne Connect email, Blackboard, One Card, and much more.
The online Student Tracking Advising Retention System (STARS) provides information about your academic records, including information about your academic standing, academic history, current and previous term and cumulative GPA records, and registration details. STARS can also be used to navigate to Degree Works.

Degree Works is a degree tracking tool that allows you to see your progress toward graduation and help you and your Advisor determine which courses you still need to take. Along with your advisor, you can also map out which courses you will take in future semesters, putting you on the right path for graduation. Degree Works can be accessed through Academica.

Students can use this website before and during the process of registering for courses. The Class Schedule website automatically updates to the semester for which students are registering and provides information about which courses are being offered by which departments during a particular term. Several links are available to help students understand the registration calendar, calculate tuition costs, find campus locations, and much more.

The University Bulletin houses current and previous undergraduate and graduate general information, including General Education Program requirements, requirements for every program and major offered, an index of all courses taught at Wayne State University, as well as information about most campus offices and policies.

**CAMPUS OFFICES AND SERVICE CENTERS**

**Learning Success and Support Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Success Center</strong></td>
<td>(313) 577-3165, 1600 Undergraduate Library</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>(313) 577-3390, 1001 Faculty/Administration Building</td>
</tr>
<tr>
<td><strong>Chemistry Learning Center</strong></td>
<td>(313) 577-7784, 1st floor Chemistry Building</td>
</tr>
</tbody>
</table>

The Academic Success Center (ASC) exists to support students in becoming self-determined, motivated, and independent learners. They provide 1:1 tutoring, Supplemental Instruction, Academic Success Workshops, Individual Study Skills Counseling, and more.

Career Services educates students and alumni and helps to connect them with the employment community to ensure successful transitions from academia to the workforce.

The Chemistry Learning Center is open to students enrolled in Chemistry courses 1000:2290; Graduate Teaching Assistants are available to help guide students through tough assignments and answer questions.
Mathematics Resource Center  
(313) 577-2479  
1198 Faculty/Administration Building  
The Mathematics Resource Center is a free, walk-in tutoring service provided by the Department of Mathematics for all Wayne State University students who are currently enrolled in mathematics classes at WSU.

Physics Resource Center  
(313) 577-2721  
172 Physics Research Building  
Undergraduates taking physics courses can receive free tutoring from Physics Graduate Teaching Assistants (GTAs) in the Physics Resource Center. The Physics Resource Center is open during normal semester hours.

Student Disability Services  
(313) 577-1851  
1600 Undergraduate Library  
SDS provides academic accommodations, resources and training in assistive technology, and information to foster understanding of disability throughout the university community.

The Writing, Research, Technology (WRT) Zone  
2nd Floor, Undergraduate Library  
The WRT Zone is a collaboration between the Wayne State University Libraries and the Writing Center. In the WRT Zone students can get help with writing, library research, and technology. It is a one-stop-shop for all assignment help needs.

Undergraduate Research Opportunities Program  
(313) 577-9226  
4092 Faculty/Administration Building  
The Undergraduate Research Opportunities Program (UROP) invites students from disciplines across the university to participate in undergraduate research. Undergraduate research puts theory into practice as you work on projects and are mentored by full-time faculty who are leaders in their field.

University Libraries  
Information: (313) 577-5121  
The University Libraries offer in-person and online reference and research support, interlibrary loan, circulation and course reserve services, document delivery and library and information literacy programs.

Health and Safety  

Campus Health Center  
(313) 577-5041  
5200 Anthony Wayne Dr., Suite 115  
The Campus Health Center promotes the health and well-being of students at Wayne State University. They provide health care services to prevent and treat common physical illness and can help you stay healthy to help you attain your educational and personal goals.

Counseling and Psychological Services (CAPS)  
Phone: (313) 577-3398  
CAPS has a professional staff of psychologists, clinical social workers, and licensed professional counselors trained to work...
### After Hours: (313) 577-9982
Student Center Building, Room 552

with college students. All currently registered WSU students qualify for CAPS services.

### Mort Harris Recreation and Fitness Center
(313) 577-2348
5210 Gullen Mall

Mort Harris is the place to go when you need something to do after classes. The RFC offers intramural and club sports, individual and group fitness activities, personal training, and is part of the LFA 2560 Freshman Quests experience during the fall term.

### Police Department
(313) 577-2222
6050 Cass Avenue

The Wayne State University Police perform the same duties as the police in the community where you live. All of the 54 officers employed by the Department are college graduates and State of Michigan certified Police Officers. Whether on campus, or in the area surrounding Wayne State, the Department is committed to providing full service police response.

### Financial Services Offices

| Office of the University Bursar | The bursar is responsible for student billing, collecting tuition and other university related charges. The bursar’s office is divided into Student Accounts Receivable, which includes tuition, loan receivables and student refunds and the Cashier's Office. |
| Office of Financial Aid | The Office of Financial Aid (OFA) is in place to help students through the entire process of applying for aid, understanding the different types of aid, receiving your, understanding important dates and enrollment requirements related to financial aid and more. |

### Scholarships

Wayne State University offers a variety of merit scholarships to new students. WSU colleges, schools, and academic departments also offer a number of awards based on a combination of criteria including financial need, scholastic achievement or leadership qualities. Scholarships are managed through the Office of Financial Aid.
Student Services Offices

**Dean of Students Office (DOSO)**
(313) 577-1010
301 Student Center Building

DOSO coordinates community development across campus. Here you will find information about student organizations, student activities, leadership opportunities, parent and family programs, the *South End* student newspaper, and student conduct policies and procedures.

**University Honors College**
(313) 577-3030
2100 Undergraduate Library

The Honors College provides Wayne State University’s highest achieving undergraduate students the opportunity to become members of an engaged and dynamic academic community through a curriculum that is challenging, innovative and interdisciplinary.

**Study Abroad and Global Programs**
(313) 577-3207
131 Manoogian Hall

The Office of Study Abroad and Global Programs is dedicated to providing all WSU students with high quality international academic opportunities that allow them to develop knowledge and skills necessary for leadership in an interdependent world.

**Testing, Evaluation, and Research Services**
(313) 577-3400
686 Student Center Building

The Office of Testing, Evaluation and Research Services is dedicated to providing fair, secure, and professional testing and assessment services to students, faculty, and administrators. Placement exams for certain academic requirements are available here.

### Important Dates to Know – 2016/17 Academic Year

<table>
<thead>
<tr>
<th></th>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Spring/Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule of Courses Online</strong></td>
<td>Monday, February 29</td>
<td>Monday, October 10</td>
<td>Monday, January 23</td>
</tr>
<tr>
<td><strong>Priority Registration</strong></td>
<td>Mon Mar 28 – Sun Aug 21</td>
<td>Mon Oct 31 – Sun Jan 1</td>
<td>Mon Feb 6 – Sun May 7</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>Wednesday, August 31</td>
<td>Monday, January 9</td>
<td>Monday, May 8</td>
</tr>
<tr>
<td><strong>100% Tuition Cancellation</strong></td>
<td>Wednesday, September 14</td>
<td>Monday, January 23</td>
<td>Sunday, May 21</td>
</tr>
<tr>
<td><strong>Early Assessment Grades</strong></td>
<td>Thu Sep 15 – Wed Oct 19</td>
<td>Mon Jan 23 – Mon Feb 27</td>
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<tr>
<td><strong>Last Day to Withdraw</strong></td>
<td>Sunday, November 13</td>
<td>Sunday, Mar 26</td>
<td>Sunday, July 16</td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td>Monday, December 12</td>
<td>Monday, April 24</td>
<td>Friday, July 28</td>
</tr>
<tr>
<td><strong>Study Day (No Finals)</strong></td>
<td>Tuesday, December 13</td>
<td>Tuesday, April 25</td>
<td>Saturday, July 29</td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td>Wed Dec 14 – Tue Dec 20</td>
<td>Wed Apr 26 – Tue May 2</td>
<td>Mon Jul 31 – Thu Aug 3</td>
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</table>