

School of Teacher Education

Academic Advising Syllabus

Advisors Contact Information:

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Student Responsibilities/Expectations:

- How to find the name of your Advisor and the name of your current major, go to “Registration” in Topnet and select “View Student Information”.
- How to change your major, in TopNet, select “Student Records” and click on “Change of Major, Minor, Concentration, Advisor”. Follow the directions on the form. Be sure to print the form and take to your “new” Academic department.
- How to find out when you can register, go to TopNet, select “Registration” and look in “Check Registration Status”.
- Check your **iCAP Report** to see which courses you have completed and which courses you still need to take. In TopNet, select “**iCAP** (Interactive Degree Audit” from the main menu. In each category, **iCAP** will give you a list of possible courses you could take to meet that requirement. You can also see the major requirements here.
- Select the courses you would like to take and the name of the class.
- Regularly check WKU email for correspondence from advisor and reply as needed.
- Students should be proactive and take ownership of their academic careers.
- Students need to schedule appointments early in the semester.

Advisor Responsibilities/Expectations:

- Effectively communicate accurate information and provide referrals to appropriate services
- Will correspond prior to registration period
- Will provide adequate time for advising appointment
- Will be available to students (please schedule appointment)

Expected Outcomes of Advising:

- Assistance with selection of courses prior to registration
- Discuss program requirements and academic goals
- Establish a relationship in which the advisee feels comfortable approaching advisor for academic advice

How to Use TopNet:

How to check holds on your record:

- Pull up **TopNet**- Student Services Main Menu
- Click on "Student Services"
- Click on "Student Records"
- Click on "View Holds"
Holds will be listed with a phone number to contact regarding the hold
Advising Holds- contact advisor to schedule an advising appointment

How to access course listings on TopNet:

- Pull up **TopNet**- Student Services Main Menu
- Click on "Student Services"
- Click on "Registration"
- Click on "Schedule of Classes and Look Up Classes to Add"
- Use the dropdown menu under Search by Term to select the term in which you would like to search, click "Submit"
- On this page you can select classes by subject, instructor, day or evening classes, and campus. To do this, just highlight the important items, for example; If you are needing evening classes, search by session and click on evening
- After you have highlighted everything you need, click on "Class Search" When you find a class you would like to register for, write down the CRN, the course name and the days and times it meets
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How to register for classes after an advising appointment:

- Pull up **TopNet**- Student Service Main Menu
- Click on "Student Services"
- Click on "Registration"
- Click on "Register/Add/Drop Classes"
- Scroll down to Add Classes to Worksheet- put in the CRN of the class for which you would like to register
- Click on "Submit Changes"
- Go back to "Student Services"
- Click on "Registration" and then "Student Summary Schedule"

