



evergreen

The Evergreen State College
Academic and Career Advising Syllabus

Academic and Career Advising Mission

We exist to promote student success at The Evergreen State College. We help students understand the structure of Evergreen and realize the variety of educational options available to them. We work as collaborators with students in the exploration and discovery of meaningful and engaging strategies for learning and career navigation.

Diversity, Equity, and Inclusion

Advising practices and approaches will be shaped to fit the diverse backgrounds and varied developmental needs of The Evergreen State College student.

Learning Outcomes of Advising

As a result of a purposeful relationship with a professional and/or faculty advisor, students can expect to:

- Understand how to study at Evergreen by choosing a Path, Program, and Course that aligns with their educational goal
- Describe how a liberal arts education helps achieve goals
- Correctly interpret student information in *my evergreen* Student Portal
- Understand how to be academically successful at Evergreen and plan for timely **completion of degree**
- Know how to identify and pursue an area of emphasis in your studies
- Relate your values and goals to selection of career and curriculum
- Understand how to connect to campus resources and other support systems
- Demonstrate increasing personal responsibility and accountability for students' education (goal setting, creating realistic plans with contingencies, learn from mistakes, develop grit/resilience, demonstrate preparedness for advising, and time management)
- Identify your strengths and areas in need of strengthening
- Understand Evergreen's academic policies and procedures

- Appreciate and engage in co-curricular opportunities that extend learning outside the classroom and connect students to the larger community within Evergreen and beyond (internships, individual learning, study abroad, student leadership roles, special projects, and service learning, etc.)

Demonstrating achievement of learning outcomes

- Using the [Degree Planning Guide Worksheet](#), all students will demonstrate the ability to plan, as much as possible, each academic year at the College.
- All students will demonstrate achievement of the student learning outcomes as they take responsibility for course registration, academic planning and completion of degree requirements.

Advisor Responsibilities

- Be accessible to meet with advisees in-person, web conference, or telephone
- Listen to students' problems and concerns in an environment where mutual respect and trust are ever-present
- Provide accurate information
- Support students in making clear academic choices
- Suggest options for students to consider
- Direct students to appropriate resources
- Assist students in thinking about how they will meet the Expectations of an Evergreen Graduate
- Understand and effectively explain the College's policies, procedures, and degree requirements

Advisee Responsibilities

- **Identify and initiate a purposeful relationship with your advisor**
- Take responsibility for academic planning by gathering information to make thoughtful decisions about one's academic choices
- Regularly review *my evergreen* Student Portal
- Plan for and register for classes as early as possible
- Be open about study habits, schoolwork and progress, and other life circumstances which impact academic success
- Contact Academic and Career Advising if confused and don't know what to do
- Review information provided by the College such as the Academic Catalog
- Be flexible in curricular planning
- Keep current on academic progress in individual classes; knowing test and assignment dates and implement effective study strategies
- Seek help before a problem becomes a crisis

- Be respectful and professional during all advising sessions
- **GRADUATE!**

Confidentiality Notice: A student's academic information is protected by federal law: The Family Education Rights and Privacy Act (FERPA). Therefore, advising conversations are private and no third party can access this information unless the student grants permission. For more information, go to: evergreen.edu/ferpa

Resources (not inclusive of all available resources)

[Academic and Career Advising Staff](#)

[Access Services for Students with Disabilities](#)

[Admissions](#)

[Faculty](#)

[Financial Aid](#)

[First Peoples Multicultural, Trans, and Queer Support Services](#)

[International Programs and Services](#)

[Library](#) (Daniel J. Evans Library)

[Peer Advisors](#)

[QuaSR Center](#) (Quantitative & Symbolic Reasoning Center – Math tutoring)

[Registration and Records](#)

[Residential](#) and [Dining](#) Services (RAD)

[Tacoma Program](#)

[TRiO Student Success](#)

[The Writing Center](#)

[Veterans Services](#)

Contact with Us!

Library 2153

(360) 867-6312

www.evergreen.edu/advising

Email: advising@evergreen.edu

Appts. available via [Zoom](#) drop-in or [by appointment](#). See website for Zoom [hours](#).

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