

## **Student Responsibilities in the Advising Relationship**

Students will come to you at varying stages of development. As they learn to handle the responsibilities of adulthood, you are their academic coach.

### **General Responsibilities**

- ✓ Developing and clarifying values and goals.
- ✓ Becoming familiar with campus resources.
- ✓ Being familiar with the bulletin.
- ✓ Understanding the class schedule.
- ✓ Monitoring personal progress toward a degree.
- ✓ Following departmental and school requirements.
- ✓ Knowing university policies, procedures, and requirements.
- ✓ Keeping copies of schedule transactions, including registration records and withdrawal forms, and other relevant academic records.
- ✓ Seeking out-of-class activities relevant to major.
- ✓ Abiding by published deadlines.
- ✓ Meeting course pre-requisites.
- ✓ Registering and obtaining appropriate signatures on forms.
- ✓ Providing official transcripts of course work taken at other institutions to Enrollment Services.

### **Advisement Responsibilities**

- ✓ Making final academic decisions and accepting responsibility for them.
- ✓ Knowing their advisers.
- ✓ Discussing their long-range goals and possible job opportunities with advisers.
- ✓ Discussing choice of major with advisers.
- ✓ Asking intelligent questions about degree programs.
- ✓ Informing advisers about schedule and major changes, academic problems, etc.
- ✓ Making regular appointments with advisers and seeking help when needed.
- ✓ Preparing in advance for meetings with advisers, including having possible course options outlined for registration advising.
- ✓ Keeping advising appointments and being on time.
- ✓ Following through on referrals.

### ***Students should seek an adviser when***

- they need to discuss academic progress
- they need to select and register for classes
- they need to add and drop classes (within legal deadlines)
- they wish to audit a course
- they consider career options
- they need to finalize senior outlines