

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