The Advisor-Student Partnership

The relationship between the advisor and advisee is one of shared responsibility. The advisor is responsible for being a useful guide to help students navigate academic options and University resources. Ultimately, however, it is the student’s responsibility to be aware of academic policies and procedures and to be responsible for the choices s/he makes with regard to his/her education.

Student Responsibilities

1. Take a proactive approach to your education: Seek sources of information that will assist you in making academic and/or career related decisions; take the initiative to ask questions; utilize University resources; contact your advisor, especially if you are experiencing academic difficulty, and follow through on referrals.
2. Be familiar with the academic calendar and the established dates and deadlines, including add/drop, withdrawal, enrollment dates and the final exam schedule.
3. With guidance from your academic advisor, maintain your own record of academic progress toward your degree and notify your advisor of any discrepancy between your record and your online degree progress report.
4. Schedule an appointment with your advisor each term.
5. Read your University email, which is the official form of communication between you and your advisor.
6. Know how to access and utilize your advising CourseWeb Organization.
7. Know how to access your Student Center, search for classes, enroll in classes, interpret your academic advisement transcript, and find your enrollment appointment date/time.
8. Be knowledgeable of your graduation requirements including how to locate courses that satisfy your general education requirements.
9. Know how to access and use the Course Description Web page.

Advisor Responsibilities

1. Assist students in identifying their academic values and goals, consistent with their interests and educational background.
2. Maintain regularly scheduled office hours, meet with students and respond to student email and phone requests in a timely manner.
3. Offer students advice on selecting courses and help students develop an academic plan for the transition into their major department(s).
4. Discuss with students their academic performance and the implications of their performance for the educational programs they wish to pursue.
5. Assist students in independently monitoring their own progress toward achieving their educational and career goals.
6. Be a responsive listener and make appropriate referrals in the University community when needed, such as referrals to the Office of Admission and Financial Aid, the Counseling Center, the Academic Resource Center, and Career Development.
7. Maintain professional integrity in dealing with students and their academic records.