



### **Advisor Responsibilities**

Students can expect their academic advisor to:

- Be available, understanding, approachable, and demonstrate interest in the advisee
- Maintain confidentiality
- Make appropriate referrals within the college and encourage advisee to develop skills that will lead to self-responsibility
- Effectively communicate prerequisite, curriculum, and graduation requirements for your program
- Articulate college and academic policies & procedures to the advisee
- Provide students with information about available resources and services on campus
- Assist students in developing suitable educational plans
- Provide accurate and timely information in a respectful, friendly, and courteous manner
- Help students select appropriate courses and assist with the registration process
- Encourage and guide students as they develop realistic goals
- Encourage and support students as they make academic progress within their education plan
- Assist students in recognizing and overcoming educational problems

### **Advisee (Student) Responsibilities**

In order to be successful, you the advisee have clear responsibilities in the advising process:

- Clarify your goals and provide your advisor with accurate information pertaining to your educational and personal interests
- Take any necessary assessment tests early in your educational career
- Seek help in areas where you need additional assistance to be successful throughout your college experience
- Understand important deadline dates for registration, suspension appeals, withdrawal deadline etc...
- Come to your advising session prepared with questions and a copy of your degree plan
- Register for classes in a timely manner to ensure availability of courses
- Complete registration forms to the best of your ability
- Register & add/drop classes online via eConnect if you are eligible to do so
- Make regular contacts with your advisor
- Access online resources such as class schedules, college catalog, academic advising webpage etc...
- Bring official copies of your transcripts from previous colleges
- Accept responsibility for your actions, inactions, and decisions that affect your educational goals and progress