

College of Business and Economics Advising Center  
STUDENT RESPONSIBILITIES IN THE ACADEMIC ADVISING PROCESS

The following information is from the University catalog: Academic Advising: A Definition (developed through a collaborative effort by the College's Advising, Recruitment, and Retention Committee and the faculty of the College):

Academic advising is a dynamic relationship, a developmental process through which an advisor [faculty or professional] and advisee [the student] establish a shared partnership leading to the development of academic, career, and life goals by the advisee. The advisor serves as a teacher, guide, and facilitator, encouraging the advisee to assume responsibilities for making decisions, thinking critically, utilizing resources, and reaching their potential.

Academic advising is student centered, utilizes the resources of the University including appropriate referral to other services, and promotes a successful academic experience. [Academic advising supports the mission of the University, ". . . First and foremost, the University emphasizes teaching and learning. . . its commitment to the development of mature, responsible, well-educated citizens. . . promotes a sense of caring and of meaningful interaction. . ."]

The advisor serves as a teacher, guide, facilitator, and encourages the advisee to assume responsibilities for making decisions, thinking critically, utilizing resources, and reaching their full potential. The advisor encourages the advisee to approach education in an organized and meaningful way, develop plans of action towards goal achievement and to evaluate progress toward academic, career, and life goals.

Advisors encourage students to:

- Gain a clearer understanding of the experience of higher education
- Approach education in an organized and meaningful way
- Think critically
- Take responsibility for their education**
- Seek out resources
- Develop plans of action towards goal achievement
- Evaluate progress toward their goals**

-Using the definition as a guide, the following has been developed to aid students in accepting their responsibilities in the advising process. You, the student, as an active participant are responsible for:

- Being familiar with your degree program requirements and graduation requirements:
  - Including but not limiting to your classes, degree completion, overall/in major GPA's and overall credit hours
- Being familiar with University and program policies including deadlines
- Reading the e-mails you receive from College and University representatives**
- Using the student information system to stay up to date on your progress
- Keeping copies of all important documents related to completion of your degree program which includes all emails and - Advising Sheets
- Contacting your advisor to schedule an appointment to discuss your program, your academic goals, your career goals, and becoming a professional
- Notifying your advisor if you are unable to keep a scheduled appointment so the advisor can use that time to meet with another advisee, update files, work on class preparation, grade papers, etc.
- Coming to advising session with written questions in hand
- Coming to your advising session with a tentative plan for the upcoming semester and remaining semesters for completing your program of studies
- Accepting your responsibilities – this is your academic career and you are the one who will make the decisions regarding how you complete program requirements.**

Academic advisors want you, the student, to be successful and to be a well-informed consumer. Being prepared for an advising sessions will contribute to a more positive relationship with your advisor. Please ask if you have questions about these responsibilities.

By entering your ID# below, you verify that you understand the above stated responsibilities.

ID#: