RESPONSIBILITIES: ADVISOR AND ADVISEE

I will...

- Listen carefully to your questions and concerns.
- Create an environment where mutual respect and trust allows you to define and develop realistic goals.
- Support and engage you in the process of exploring, evaluating and choosing your academic program and career options. I will assist you in creating an educational plan that is consistent with your goals.
- Communicate curriculum, university policies, procedures and deadlines.
- Help you to assess your academic performance and strengths.
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
- To promote your involvement in off-campus, experiential learning (i.e., volunteer services and internships) to help you explore and clarify your career options.
- Provide you with information about and strategies for utilizing the available resources and services on campus.
- Maintain confidentiality as outlined in the Family Educational Rights and Privacy Act (FERPA).

I expect you to...

- Schedule and attend your advising appointments. You must attend the first two appointments or you will not be able to register for the subsequent term.
- Give 24 hour notice of appointment cancellation. You may cancel an appointment on our online system or you can call our center at (540) 831-5220.
- Become knowledgeable adhere to university policies and procedures. Ask questions!
- Demonstrate an understanding of the value of the general education requirements.
- To be actively involved in researching academic programs and careers.
- Develop an educational plan for successfully achieving your goals.
- Utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals.
- Follow up with recommended referrals.
- Be open to opportunities for learning outside of the classroom or the advisement office.
SCHEDULING APPOINTMENTS

Students are responsible for scheduling their advising appointments. To make an advising appointment, go to https://www.radford.edu/content/major-exploration/home/appointments.html.

*If I have to cancel or reschedule your appointment, you will be contacted through your RU email. Please note if Radford University is closed, the Advising Center for Major Exploration will be closed.

EMAILS AND PHONE CALLS

My office hours are from 8 a.m. to 5 p.m. Monday through Friday. If you call or email after 5 p.m., we will do our best to respond to you the next business day. In other words, if you email on Saturday, you will not receive a response until Monday.

MANDATORY TASKS

Fall Semester
First Appointment (September-October)
- Transition to RU
- Classes: Current and/or Transfer
- FOCUS 2 Career Assessment
- Majors of Interest

Second Appointment (October-November)
- Mid-Term Grades
- Narrow Down Majors of Interest
- Spring Registration

Majors and Minors Fair, Tuesday, October 8th from 1-3 p.m. in the lower level of Heth Hall
The Majors and Minors Fair is an event for students to explore majors, minors, student activities, academic programs and leadership opportunities. It is mandatory for all Major Exploration students unless you have classes or practice during the time of the fair.

Spring Semester
First Appointment (February-March)
- Academic, major exploration, and engagement goals
- Schedule appointment with a Career Coach

Second Appointment/Third Appointment (March-April)
- Registration for Fall

For information on important deadlines, please refer to the Academic Calendar.