

# Advisor & Advisee Responsibilities

## Advisor Responsibilities:

- ❖ *Be accessible to students on a regular, predictable basis*
- ❖ *Encourage students in self-direction, in learning and assuming responsibility for their own educational plans*
- ❖ *Reinforce the responsibilities of advisees*
- ❖ *Assist students in selecting courses that reflect individual interests and abilities*
- ❖ *Help students with academic planning - re-evaluate plans regularly*
- ❖ *Assist students in achieving academic, career and personal goals*
- ❖ *Know graduation requirements and other institutional policies outlined in the Elmhurst College Catalog*
- ❖ *Refer students to appropriate campus resources*
- ❖ *Help students learn about EC's academic policies and procedures*
- ❖ *Increase advising skills through regular training*
- ❖ *Understand the shared responsibilities among advisor, advisee, and the Advising Office*

## Advisee Responsibilities:

- ❖ *Make appointments with advisor - give at least 24-hr notice*
- ❖ *Be prepared for meeting with your faculty advisor; bring your academic records; bring questions*
- ❖ *Read the Catalog and E-Book*
- ❖ *Become familiar with graduation requirements and other institutional policies and procedures*
- ❖ *Develop plans for taking courses required for graduation*
- ❖ *Keep track of your own academic records*
- ❖ *Use Degree Audit appropriately*
- ❖ *Develop plans for achieving academic, career and personal goals*
- ❖ *Check class schedules and learn how to navigate **BlueNet/WebAdvisor for Students***
- ❖ *Make use of the full range of campus resources*
- ❖ *Apply for graduation [request official degree audit] one year prior to your anticipated graduation date*
- ❖ *See your advisor and course instructor at the first sign of academic difficulty*
- ❖ *Take responsibility for your decisions*
- ❖ *Understand the shared responsibilities among advisor, advisee, and the Advising Office*

Knowing when and why to see your advisor and/or the Office of Advising is key to a successful college experience.

*See your advisor for:*

- ✓ course selection and academic planning assistance
- ✓ guidance in making academic and career choices
- ✓ clarification of degree requirements
- ✓ more information about a particular major
- ✓ assistance in developing strategies to maximize your academic performance
- ✓ explanations of and/or referrals to campus resources
- ✓ support if you have a question or a problem

*Ask your advisor questions such as:*

- ✓ What courses complete the General Education requirements?
- ✓ What is a particular course about?
- ✓ What is an elective course?
- ✓ How many courses should I take at a time?
- ✓ What can I do if I'm having trouble in a course?
- ✓ Should I drop or add a course?
- ✓ How can I find out more about academic majors and career possibilities?
- ✓ What options do I have if I don't like my major?
- ✓ Am I eligible to take this course? Are there pre-requisites?
- ✓ Is there a prescribed or recommended course sequence for my major?

*See the Advising Office for:*

- ✓ Contact information for your faculty advisor or class instructors
- ✓ General information about majors -- if you are undecided about your major, or considering changing majors, just make an appointment to discuss options
- ✓ Specific information about academic policies, regulations, graduation requirements, etc.
- ✓ Forms, forms, forms . . .
  - Change your major – change, add, delete either major(s) or minor(s) or certification; upperclassmen use same form to change their advisor
  - Apply for a Leave of Absence or Withdrawal from the College
  - Apply for graduation–request official degree audit– both mean the same thing; terms are used interchangeably
  - Request permission to take classes at another institution
  - Petition for . . . any exception/substitution to college policy or regulation
- ✓ Follow up on graduation tasks [**apply for graduation 1 year prior to anticipated completion**]
- ✓ Questions about transfer, AP, and other types of credit
- ✓ Help with academic-related concerns; the Office of Advising can refer you to people and resources