

# 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 in Self-Service – re-evaluate plans regularly*
- *Assist students in achieving academic, career and personal goals*
- *Know graduation requirements and other institutional policies outlined in the Elmhurst University Catalog*
- *Refer students to appropriate campus resources*
- *Help students learn about EU'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 your 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 Self-Service Progress appropriately*
- *Develop plans for achieving academic, career and personal goals*
- *Check class schedules and learn how to navigate Self-Service for Students*
- *Make use of the full range of campus resources*
- *Apply for graduation [request official transcript evaluation] one year prior to your anticipated graduation date*
- *Contact 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*