

STUDENT RESPONSIBILITIES IN THE ADVISING RELATIONSHIP

Students should take the initiative to seek advisement and develop close helping relationships with their Advisors. Students must be proactive in regards to their educational plans. The advisee has primary responsibility for:

- making decisions about his/her educational goals, including selection of courses, major, and career.
- scheduling all advising sessions early in the advising period and arriving promptly prepared to make full use of the advising session. Adequate preparation includes reviewing core and major requirements, course offerings, academic checksheet, academic progress and educational plan where appropriate. An advisee is then primed to effectively discuss selections and maximize use of the Advisor's knowledge, and experience.
- consulting with an Advisor on changes in the approved schedule, or academic plans. An Advisor should be consulted before changing majors, transferring, or withdrawing from college.
- discussing academic difficulties with an Advisor and taking action to correct the difficulties.
- reading all college communications and meeting all college deadlines pertinent to him/her. (For example, the college catalog, the course schedule, the student handbook, letters/postcards/emails from the registrar, deans, department chairs, etc.)

ACADEMIC ADVISOR'S SKILLS AND RESPONSIBILITIES

An Academic Advisor assists a student in pursuing his/her educational goals, facilitating access to the full range of learning opportunities and services available at Augusta State University. To succeed in this helping role, an Academic Advisor must:

- have a thorough understanding of the current curriculum, institutional requirements, course sequences and general education requirements. In addition to the core, an Advisor must have knowledge of the specific requirements for major/minor concentration offered by his/her department.
- have a working knowledge of current institutional policies and procedures.
- be familiar with current institutional support services, special programs, and cocurricular activities for accurate and appropriate referrals.
- have basic interpersonal communication and counseling skills.

In assisting students in the realization of their educational goals, an Advisor bears primary responsibility for:

- aiding each advisee to plan each term's program of courses and, as soon as possible, helping to determine a comprehensive educational plan. It is recommended that a degree checksheet be kept by both Advisor and advisee. The Advisor should explain the core and departmental requirements, counseling the advisee in the selection of appropriate courses. The Advisor signs the registration sheet and schedule adjustment forms and should accordingly be consulted regarding schedule changes.
- reviewing with each advisee, at least once per term, the record of his/her academic progress. An Advisor should maintain accurate records for each advisee, including progress reports, major checksheet, Advisor's copy of registration worksheet, and transfer credit evaluations, if applicable. (The record should indicate the date of the last advising session, the Advisor's name, and session notes.) Advisors should assist advisees in accessing appropriate support services and activities needed to successfully pursue the student's educational plan. The Advisor should support the advisee's periodic review of his/her educational plan.

LIMITATIONS ON ACADEMIC ADVISOR RESPONSIBILITIES

The Academic Advisor serves as a facilitator and role model. However, there are limitations to an Advisor's responsibilities. An Academic Advisor:

- can NOT make decisions for an advisee, but can be a sympathetic listener and offer alternatives to consider.
- can NOT alter the native abilities of a student, but can encourage maximum development of talents.
- can NOT change college policy or academic requirements, but can inform and recommend course of action.
- can NOT serve as a personal counselor, but can be a resource for referrals to appropriate professional personnel.