



## **Academic Advisor Roles & Responsibilities**

The advisor's role is an active rather than a passive one and the process of advising requires the following objectives to be met for each student assigned as an advisee:

- Help students define and develop realistic educational career plans through schedule planning for each semester and summer school, if appropriate. Each student should have an up-to-date MAP (formerly EDPs).
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals and meet to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Discuss and advise on all designated educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, change of major, waivers, graduation requirements, etc.).
- Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.
- Maintain an up-to-date electronic student record with advising notes and Degree Works MAP.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Support Services, Academic Affairs, Personal Counseling, etc.)

- Proactively contact and be available for student advisees on a regular basis. Office hours/appointment and drop-in times should be posted on the advising web and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising.
- Consult regularly with faculty colleagues in order to have up-to-date information. For career and graduate school options, advisors should refer advisees to Career & Employment Services when more information is needed.