Advisee’s responsibilities are to …

- Meet with their advisor at least once each semester
- Be involved in the advising process – come prepared!
- Become knowledgeable about college programs, policies and procedures
- Set personal and academic goals
- Keep a personal record of how they are meeting those academic goals
- Make and be responsible for their own decisions
- Develop an academic plan
- Strive to be a successful student
- Be engaged on campus—both socially and academically
- Get academic assistance early if needed
- Communicate with advisor about any problems or challenges they face

Advisor’s responsibilities are to …

- Provide information about and strategies for utilizing the available resources and services on campus
- Encourage and guide advisee as they define and develop realistic goals; monitor and accurately document their progress toward these goals
- Teach them about college programs, policies and procedures
- Assist advisee in working closely with their professors
- Encourage and support advisee as they gain the skills to develop clear and attainable educational plans
- Maintain confidentiality - FERPA
- Assist advisee in gaining decision-making skills and skills in assuming responsibility for their educational plans and achievements

Advising is a SHARED Responsibility

(Adapted from the Master Advisor Handbook produced by the Academic Advisement Center at Missouri State University in Springfield, Missouri)