RESPONSIBILITIES OF ADVISORS AND STUDENTS

Advisor’s Responsibilities
• Post office hours and let students know what times are available for advising.
• Provide accurate and specific information.
• Be familiar with the college catalog and departmental offerings.
• Listen to the student. Guide the student in the decision making process.
• Review student’s registration material to ensure the proper selection of courses.
• Suggest other available resources.

The Student’s Responsibilities
• Contact and keep in touch with advisor (best to do well in advance of official registration)
• Come to appointments with the necessary materials.
• Ask specific questions.
• Be familiar with the college catalog.
• Discuss concerns regarding major, life choices, vocation, etc.
• Build a schedule of classes based on courses needed or desired.
• Ask about college resources

Adapted from How You and Your Advisor will Work Together, University of Iowa, 1981