

## *Student's Role and Responsibilities in Advising*

- Give thoughtful consideration to your academic and career goals
- Prepare a written list of questions before each meeting with your advisor
- Initiate contact with a faculty advisor and/or an advising center
- Actively participate in the advising session
- Ask questions! If you do not understand a policy or procedure, ask questions until you do understand
- Know the academic calendar. Do not miss deadlines. Know when to register and drop or add courses
- Schedule courses that are consistent with your educational goals and that will meet degree requirements
- Accept responsibility for making final decisions on academic choices. Academic advisors will present you with options.
- Know how to calculate your GPA
- Review your next semester schedule and develop an academic plan for the next registration cycle
- Become familiar with your learning style and study skills
- Get to know at least one faculty member

## *Questions for the Advisor*

### How do I ...

- Choose, declare, or change my major?
- Repeat, drop, or withdraw from courses?
- Calculate/raise my grade point average?
- Determine the number of credits I should take each semester?
- Know when I have fulfilled the requirements to graduate?
- Change from non-degree seeking to degree-seeking status?

### Where do I ...

- Find the name of my academic advisor?
- Go for testing services?
- Find course transfer equivalencies?
- Go for tutoring?

### Who can ...

- Help me with my study skills, time management, goal setting, and test taking methods?
- I talk to if I have a learning disability?
- Help me understand my analysis of academic progress?
- Make sure that I am taking the courses I need?
- Assist me with my writing skills?