

Advisor and Student Responsibilities

The relationship between advisor and student is one of shared responsibility. The role of your advisor is to assist you with educational choices and to help assess your progress toward meeting degree requirements. Ultimately, however, the student is responsible for making sure that all degree requirements are met.

| Advisor Responsibilities | Student Responsibilities |
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| Interpret and provide rationale for university policies, regulations, programs, and procedures. Help student make connections between majors and careers. | Become knowledgeable and follow institutional policies, procedures, requirements and deadlines. If you don't understand, ask questions until you do! |
| Be available to meet with students each semester. Establish and maintain regular advising hours. Act as a resource for both students and the larger campus community. | Initiate contact with your advisor and be prepared for advising sessions – make a list of questions or concerns; plan a tentative course schedule. Take the time to write down questions you want to clarify. |
| Get to know your advisees as individuals and create an atmosphere of caring and professional concern for students. Help students connect to each other, campus events, programs, and opportunities. | Get to know yourself. What are <u>your</u> personal interests, abilities, values and goals? Seek out and take advantage of the Washburn student experience. Explore all the WTE possibilities. |
| Offer advice on selecting courses and assist in developing an academic plan consistent with student goals. Assist student to define and develop realistic goals. | Provide your advisor with all the facts, keeping him/her informed about changes in your academic progress, course selection, educational and career goals. |
| Know how to interpret a degree audit and help monitor student's progress. Encourage timely steps toward a degree. | Know how to run a degree audit and keep a personal record of your progress towards your degree. |
| Be responsive to student needs, and when appropriate, inform and refer student to campus services available for acceleration, academic assistance, or other concerns. | Follow through with suggestions identified during advising sessions and take action where appropriate (file the form; make the call; schedule the appointment, etc.) |
| Inform student regarding alternatives, limitations, and potential consequences of academic decisions. | Accept final responsibility for all decisions. Keep in mind, " <i>advisors advise; students decide.</i> " |