

## **Student Responsibilities**

### Student Responsibilities:

- Be knowledgeable about college policies, procedures, requirements, and deadlines.
- Obtain a semester Schedule of Classes to review possible course options prior to an appointment with your advisor.
- Complete a trial schedule prior to meeting with your advisor.
- Review your degree evaluation prior to any advising appointment.
- Schedule and keep your advising appointments.
- Know and fulfill college and major departmental requirements. All program requirements are listed in the [college catalog](#). [1]
- Be responsible for processing, completing and obtaining all necessary forms required for obtaining your degree.
- Follow through on recommendations or referrals discussed during your advisement appointments.
- Contact an advisor immediately with your concerns about academic progress in a particular class or during the semester.

*You* are ultimately responsible for your college experience!

### Advisor Responsibilities:

- Demonstrate concern for each Advisee.
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Be available and accessible.

- Provide accurate information.
- Help develop realistic educational and career goals.
- Assist in planning an academic program consistent with their interests and abilities.
- Assist advisees with monitoring their academic progress.
- Interpret academic policies, procedures and requirements.
- Assist with the registration process.
- Make appropriate referrals.