

STUDENT-ADVISOR COMPACT

Undergraduate professional advising is a two-way street. In order to make your advising experience the best it can be, reflect on the following responsibilities of students and advisors.

STUDENT RESPONSIBILITIES

- Takes initiative to drive their advising experience forward
- Accepts responsibility for academic choices and decisions
- Keeps appointments on time and, if needed, cancels with appropriate notice
- Comes prepared to all advising appointments with objectives and needs in mind
- Engages in meaningful, respectful conversation with advisors and retains information shared
- Demonstrates awareness of university policies and resources
- Exhibits understanding of academic disciplines and requirements
- Updates advisor on all relevant information regarding progress and potential obstacles to success
- Develops a plan that integrates academic and non-academic priorities, such as independent study, professional activities, study abroad, and co-curricular activities
- Regularly reads and responds to emails from their advisor in a timely manner
- Proactively communicates with faculty about academic needs, progress, and goals
- Builds connections with faculty and pre-professional advisors when applicable

ADVISOR RESPONSIBILITIES

- Develops and builds personalized relationships with their students
- Is prepared with necessary materials before advising appointments
- Offers a safe and supportive environment for students to express their questions and concerns
- Describes and understands degree requirements, prerequisites, and elective options
- Guides students through the resolution of academic issues
- Empowers students to develop and maintain an academic plan
- Proactively works to connect students' professional and personal goals to their academics, especially in the context of an academic plan
- Facilitates connections with advisors and resources from other schools, colleges, and departments, including campus support services
- Advises on course selection to promote an appropriate sequence of classes
- Responds to requests from students in a timely manner and follows up on student progress after advising appointments, as appropriate
- Encourages students to utilize opportunities that might enhance their student experience
- Discusses with students any barriers and obstacles to their academic progress
- Keeps consistent notes and records of advising appointments
- Informs students of changes in advising structure and accessibility

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