Student & Advisor Responsibilities in an Advising Partnership

Academic advising is a collaborative educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters students’ intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student’s entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

**Student Responsibilities**

- Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that can affect the rest of your life
- Be prepared for each advising session with questions or materials for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals
- Organize official documents in a way that enables you to access them when needed
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals; provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions

**Advisor Responsibilities**

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Encourage and support students with information about strategies for utilizing the resources and services available
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- Monitor and accurately document students’ progress toward meeting their goals
- Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access. Advisors will respond to student inquiries within 48 hours
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their professors

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