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**STUDENT AND ADVISOR RESPONSIBILITIES**

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*- STUDENTS -  
TO ASSIST WITH THE  
SUCCESS OF YOUR ACADEMIC  
ADVISING SESSIONS AND YOUR  
ACADEMIC CAREER, IT IS YOUR  
RESPONSIBILITY TO*

- engage in an intense self-study. Explore options. Clarify values and goals. Relate interests and abilities to educational and career plans.
- schedule an advising appointment EARLY each semester.
- review your curriculum in the Undergraduate Catalog.
- take appropriate materials to the advising appointment (pencil/pen, catalog, major information).
- write down your current schedule and a tentative plan for next semester.
- meet course prerequisites and corequisites, and select specific courses.
- write down any questions you have for your advisor.
- keep copies of your relevant academic records.
- follow through on referrals and recommendations made during the advising session.
- register for the courses discussed during the advising appointment.
- consult with your advisor before making drastic changes to an agreed-upon schedule.
- consult with your advisor on issues related to academic progress, a change in program, registration for study abroad, internships and co-ops, courses to be taken at another institution, withdrawal from courses, or withdrawal from the university.
- apply to graduate in the Office of the University Registrar, 209 Student Services Building, one year in advance of the term in which you plan to graduate. (Most students have completed 80 to 90 hours by this time.)
- make final decisions and take responsibility for your academic success.

*IT IS YOUR ADVISOR'S  
RESPONSIBILITY TO*

- be accessible to you during reasonable hours.
- provide a means through which you can schedule appointments.
- understand the curriculum, graduation requirements, and university policies.
- provide accurate information.
- discuss specific university, college, and departmental requirements, procedures, and deadlines.
- help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
- assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments.
- help you identify special needs and acquaint you with services and programs provided by the college and the university.
- refer you to other services, departments, and specific individuals as special needs are identified.
- monitor your progress toward educational goals and keep accurate, up-to-date records of academic progress.
- assist in the petitioning process for exception to policy.
- respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests.
- help you assume responsibility for your decisions and actions.