

Roles and Responsibilities of Advisors and Students

1. The Advisor's Role and Responsibilities

- To create a welcoming and safe environment where students feel comfortable.
- To clarify college policies, regulations, programs, and procedures about which the student may have questions.
- To be available to meet with students each semester.
- To keep regular office hours and be adequately available to meet with students.
- To offer advice on selecting courses and to assist students in developing an academic plan that satisfies degree requirements.
- To assist students in planning programs of study, both short-term and long-term, that are consistent with each student's abilities and interests. (This includes course load and factors such as academic background, program demands, employment or personal commitments).
- To be a responsive listener and to refer students to appropriate support services within the college when needed.
- To discuss the student's academic performance and the implications of their performance for the undergraduate programs, graduate programs and professional programs the student desires to pursue.
- To help students identify special needs and acquaint them with services and programs provided at Clayton State University.
- To refer students to other services, departments, and specific individuals as special needs are identified.
- To help students to explore their unique interests, abilities, and goals and to relate them to academic majors.
- To monitor the student's progress toward educational goals and keep accurate, up-to-date records of their academic progress.
- To respect the student's right to privacy of educational records and discuss confidential information only with appropriate individuals.
- To help students assume responsibility for their own decisions and actions.
- To be knowledgeable about career opportunities.
- To offer students the opportunity to participate in a mentoring relationship which will help them become more independent and self-directed.

2. The Student's Role and Responsibilities

- To take the initiative to contact their advisor.
- To have and be familiar with the Academic Catalog, the Course Schedule and their student record in DUCK.
- To prepare a list of courses, questions or concerns written down before each meeting.
- To gather all relevant decision-making information.

- To seek resources on campus will assist them in making academic and career decisions.
- To ask questions and be knowledgeable about policies, procedures and requirements
- To be familiar with their degree requirements.
- To be aware of the prerequisites for each course.
- To follow college procedures for registering courses and course adjustments
- To observe academic deadlines.
- To keep advisors informed about changes in their academic progress, course selection, and academic/career goals.
- To keep a personal record of their degree progress and official university documents (program worksheets, copy of schedule changes and advisement appointment notes, etc.).
- To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements.
- To inform an advisor or the Dean's Office immediately whenever a serious problem (medical, financial, personal) disrupts the students' ability to attend classes or interferes one's ability to focus on their education.
- To make final decisions and be actively responsible for their academic career.