

Faculty Advisor Responsibilities

It is *ultimately the student's responsibility* to follow catalogue requirements and deadlines, to meet departmental and university requirements, to select appropriate courses, and to make satisfactory academic progress. **The faculty advisor is a valuable resource for the student's success.** In order to provide a quality advising experience for the student the faculty advisor will assist the advisee in the following ways:

1. Be knowledgeable about university policies, procedures and regulations; requirements for basic studies, the majors in business, and career opportunities.
2. Provide accurate information to each advisee.
3. Provide posted office hours and being available either by appointment or on a walk-in basis during office hours.
4. Schedule a series of conferences with each advisee throughout the academic year. This conference (or a series of conferences) should be held prior to preregistering the student for any course.
5. Explain to each advisee the departmental major's options and requirements.
6. Explore the advisee's career goals and options, and advise the student, when appropriate, to consider and develop career alternatives.
7. Help each advisee select the department option that most closely matches individual, educational and career goals.
8. Explain and clarify the requirement of each catalogue year (regarding basic studies, major requirements, etc.) and help each advisee select the appropriate catalogue under which to graduate.
9. Give each advisee the appropriate Curriculum Requirement Sheet (catalogue year and emphasis) and stress the need for it to be kept accurate and up to date. (A copy of each sheet is available Online.)
10. Consult with the Academic Advisors in the Student Services Center regarding any problems or academic issues demonstrated by your Advisee that you feel may impede the student's academic progress.
11. Monitor the advisee's progress toward educational and career goals and talk confidentially with the student about academic progress or problems. After determining reasons for poor academic performance, the advisor will direct the student to the appropriate support service(s).
12. Advise each student on various academic policies and procedures, including those governing graduation requirements.
13. Remind the advisee of deadlines for applying for graduation. (Consult the Registrar's Home-page.)
14. Remind the advisee to register in the Career Services Center and also to take advantage of the Student Services Center.

REMEMBER: The Student Services Staff is your valuable resource.