Advisee Responsibilities – What You Are Expected To Do

As an advisee, your responsibilities in the advising partnership are to:

- Schedule regular appointments or make regular contacts with me during each semester
- Come prepared to each appointment with questions or material 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 by using the planner feature of Degree Works
- Organize official documents in a way that enables you to access them when needed
- Complete all assignments or recommendations
- Gather all relevant decision-making information
- Clarify personal values and goals and provide me with accurate information regarding your interests and abilities
- Become knowledgeable about university, college, and departmental programs, policies, and procedures
- Accept responsibility for your decisions