9 Advising Responsibilities

Academic advising builds collaborative student-centered relationships that support achievement of personal development and academic success. It is an educational relationship in which students and advisors are partners in planning academic, personal, and career goals (WSU catalog).

9.1 WSU academic advisor responsibilities:

- Be accessible, knowledgeable, and demonstrate care and respect.
- Guide students as they define and develop realistic goals.
- Educate students about the purpose of higher education and its effects on their lives and personal goals.
- Teach students how to successfully navigate their degree path and the University.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Support students by providing information on available resources and services at the university and/or within their local communities.

9.2 WSU student responsibilities:

- Schedule regular appointments with an advisor (minimum one per semester).
- Clarify personal values and goals and provide the advisor with accurate and truthful information regarding interests and abilities.
- Gather all relevant decision-making information and necessary materials (advisement report, tentative course selections, forms, etc.) To aid in decision making and to build a schedule free of conflicts.
- Prepare a list of questions or concerns before meeting with the advisor.
- Discuss any problems that effect academic performance, for example: study skills, difficulties in course work, time management, personal concerns.
- Ask questions and find out where help is available.
- Know where to access accurate information about educational options, requirements, policies, and procedures.
- Discuss why and how to add or drop courses or to take a course pass/fail or audit.
- Discuss career considerations, changing directions/major/interests.
- Keep a personal record of progress toward academic goals. Be proactive in learning and checking the electronic resources available in myWSU to keep track of academic progress.
- Accept responsibility for decisions and actions that affect your educational progress and goals.

Students are encouraged to take advantage of the skill and knowledge of the advising professionals available. The responsibility of making decisions about personal goals and educational plans ultimately rests with the student.

Related policies:

Northwest Commission on Colleges and Universities: Standard 2.D.10. The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program requirements, and graduation requirements and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities are defined, published, and made available to students.