

Advisor and Student Roles and Responsibilities in Academic Advising

Academic Adviser Role	Student Role:
<ul style="list-style-type: none"> • Be familiar with College policies and requirements as outlined in the catalog, Schedule of Courses, relevant departmental materials, and the on-line advising manual; know what is required for students to maintain good academic standing 	<ul style="list-style-type: none"> • Be familiar with the Academic Catalog and be knowledgeable about Wartburg College policies, procedures, and requirements; know what is required for them to maintain good academic standing
<ul style="list-style-type: none"> • Help students understand the electronic Advising Worksheet (my.wartburg) 	<ul style="list-style-type: none"> • Make sure they understand how to read their electronic Advising Worksheet (my.wartburg)
<ul style="list-style-type: none"> • Maintain a reasonable number of office hours as outlined in the faculty handbook & respond to student email in timely fashion 	<ul style="list-style-type: none"> • Check and respond to Wartburg email regularly for campus communications
<ul style="list-style-type: none"> • Help students explore a variety of possible majors and make appropriate major choices 	<ul style="list-style-type: none"> • Make and keep appointments with advisers at least once each term
<ul style="list-style-type: none"> • Help students plan their academic programs 	<ul style="list-style-type: none"> • Prepare for meetings with advisers. Create lists of questions or concerns. Ask until they understand. Follow up on adviser recommendations
<ul style="list-style-type: none"> • Provide honest, realistic, sensitive feedback on students' performance 	<ul style="list-style-type: none"> • Know which courses are required in their program of study
<ul style="list-style-type: none"> • Offer students information on curricular options such as Wartburg West, Study Abroad, internships, and other special programs 	<ul style="list-style-type: none"> • Work with a Pathways Peer Adviser to plan a tentative schedule of courses before meeting with advisers when preparing for registration
<ul style="list-style-type: none"> • Help students evaluate graduate school and career choices 	<ul style="list-style-type: none"> • Learn to access grade information on my.wartburg
<ul style="list-style-type: none"> • Know about and make referrals to support services as appropriate 	<ul style="list-style-type: none"> • Accept responsibility for and consequences of their academic decisions (about course selection, withdrawal, choice of adviser, requesting special accommodations, etc.)
<ul style="list-style-type: none"> • Maintain accurate records of meetings with advisees 	<ul style="list-style-type: none"> • Keep personal records of progress toward graduation. Bring their records to advising appointments. Turn in Graduation Agreement fall of senior year.

Advisers, together with the Office of the Registrar, exercise all possible care in checking students' records for graduation. However, it is the sole responsibility of the *student* to fulfill all requirements for a degree. For services in **The Pathways Center** see: <http://info.wartburg.edu/Pathways>