Undergraduate Academic Advising Syllabus

Student Responsibilities

Emporia State University believes that students are adult learners with the rights and responsibilities that come with that concept. As adult learners, students accept responsibility for their own learning. Student responsibilities in the advising relationship include, but are not limited to, the following:

- Making and keeping appointments with academic advisor for academic advisement, curricular selections and career counseling.
- Preparing for advising appointments by gathering any information the student and the advisor might need. This might include writing down questions to ask the advisor.
- Contacting the academic advisor if there are signs of academic difficulty, if concerns about the student performance have been expressed by professors or if there are any issues that may impact the student’s academic performance.
- Following through with plans made with the academic advisor.
- Ensuring that transcripts have been received from any other institutions the student has attended.
- Knowing requirements for the advisee’s major and graduation requirements.
- Monitoring academic progress.
- Remembering that the advisor cannot make exceptions to university policy.

Academic Advisor Responsibilities

Advisors are expected to develop quality relationships with students while maintaining appropriate boundaries and engaging in behaviors that reflect the highest standards of professionalism. Responsibilities of the academic advisor in the advising relationship include the following:

- Long-range planning with the advisee
  - Accurately informing student of graduation requirements.
  - Recommending courses to minimize the time required for graduation, consistent with each student’s needs and interests.
- Short-range planning with the advisee
  - Defining academic needs.
  - Informing student of university regulations, major field, and graduation requirements.
  - Knowing procedure for dropping and adding courses, for changing majors, and for enrolling.
- Referring the student to appropriate campus resources.
- Providing career advisement:
  - Knowing career opportunities related to the major.
  - Referring the student to appropriate sources of information.
- Providing information and support. This includes, but is not limited to:
  - Acting as a support person or referring the student to special services as indicated.
  - Conveying information regarding honors, awards, and educational opportunities available and eligibility requirements.
  - Explaining University regulations, including the process and procedures to follow to enroll in courses as well as to add/drop courses.
  - Discussing the process for changing colleges, departments, or majors, as appropriate.
  - Providing required forms as needed.