

UESP Advisor/Advisee Responsibilities

Advisors (staff) have the following responsibilities:

- Inform students of the nature of the advisor/advisee relationship.
- Develop a purposeful relationship with advisees.
- Assist students in defining and developing desired educational and career plans.
- Assist students in preparing a program that is consistent with their abilities and interests.
- Monitor progress toward educational/career goals.
- Interpret and provide rationale for institutional policies, procedures, or requirements.
- Inform students of special services available to them.
- Refer students when attitudinal, attendance, or personal problems require intervention by other professionals.

Advisees (students) have the following responsibilities:

- Understand and communicate personal values, abilities, and goals.
- Call for appointments two weeks before your registration date.
- Provide accurate and truthful information when being advised.
- Contact UESP staff and make appointments when necessary or when in need of assistance.
- Call to cancel appointments that cannot be kept.
- Learn and understand the University's policies, procedures, and requirements.
- Come prepared to advising sessions with updated information, questions, and ideas for schedules.
- Follow through on plans-of-action identified during advising sessions.
- Understand and accept that students are *ultimately responsible* for their own decisions.
- Keep local address up to date and regularly check and utilize their ONID account.