

Advising is *educational* and *collaborative*. The advisor and student work together as partners to develop a successful advisor/advisee relationship. Both the advisor and student have clear responsibilities in developing and sustaining this partnership.

Student Responsibilities

You are expected to:

1. Respect your own time and your advisor's time by making and keeping appointments as needed: before registration times, when you are in academic trouble, and when you need to look at your path and direction. (at least twice a semester)
2. Take an active role in the advising process by coming to advising meetings prepared to discuss your goals and educational plans.
3. Become knowledgeable about Parkside policies and procedures, by studying the catalog, website, course schedule, student handbook, and departmental publications.
4. Review your DARS regularly and track your progress towards your graduation requirements.
5. Check your SOLAR and RangerMail accounts regularly for important updates and information.
6. Ask questions whenever you are unsure about a policy or procedure or when you have other specific concerns.
7. Follow up if you are referred to other resources and be willing to consider advice from other, reliable resources.
8. Take responsibility for making your own informed decisions.

Advisor Responsibilities

You can expect your advisor(s) to:

1. Respect your time, by being prompt and efficient with your scheduled appointment, to cancel only under the most serious of circumstances, and to make reasonable accommodations for appointment opportunities (be accessible, through phone, email or in person).
2. Guide your understanding of the purpose of college and how it affects your life and your personal goals.
3. Understand and explain Parkside's graduation requirements, general education requirements and university policies and procedures.
4. Encourage, challenge, and support you as you develop clear and realistic educational plans that fit your goals.
5. Maintain confidentiality about your academic and personal matters.
6. Listen to your concerns and respect your values and choices.
7. Seek out—or refer you to—other resources when unsure about policies, procedures, or other academic issues important to you.
8. Help you recognize the importance of taking responsibility for your own learning and college career.