

Advisee Responsibilities: Making Academic Advising Work for You

Academic Advising is a key aspect of your liberal arts education at Albright. Advising is a partnership between you and your faculty advisor(s), who can help you with information about the curriculum and academic policies, with thinking out your larger goals and what your Albright education can offer you, and with connecting to other campus resources you may want or need. This partnership entails responsibilities on both sides. Here are some of yours:

- **Be in touch** – take the initiative to maintain regular contact with your advisor, not just when you need to register. Keep your advisor(s) informed about changes in your course selections, academic progress, and goals, and also about any serious problems that arise and disrupt your ability to attend classes or perform your best. Make an appointment if you can't meet during posted office hours, and use email for updates.
- **Be an active partner** – expect assistance, not someone to think for you. Actively participate in the advising process by reflecting on your values and goals and your strengths and weaknesses; ask questions until you understand; and accept responsibility for your actions and choices.
- **Be prepared** – before any advising meeting, prepare a list of questions and concerns and have any necessary forms filled out; if you need to register, write out a preliminary schedule (after checking to ensure class sections are open). Show up for appointments on time and cancel if you can't make it.
- **Be informed** – know relevant deadlines, course requirements and pre-requisites, core and concentration requirements, and policies in the Catalog, especially regarding academic standards.
- **Be organized** – keep a personal record of your progress towards your degree and keep back-up copies of all official university documents, including registration records, forms, and correspondence.
- **Be self-aware as a student** – think about what you are learning, how you are learning it, and what else you need to learn to fulfill your major and your liberal arts education; address your strengths, weaknesses, and interests.
- **Be open** – discuss problems and challenges as they arise and provide complete and accurate information.
- **Be responsive** – follow up on advice that is given to you, including advice about using campus resources that can solve problems or maximize your success.
- **Build an advising relationship you can trust** – and if you need or want to change advisors, go ahead and do so – no one will take it personally! You need to feel that your advisor is a good resource for you.