



Adviser and Advisee Responsibilities

Academic advising is a process by which students and their academic advisers meet periodically to discuss progress, plans, ideas, and needs as the student pursues academic and career goals. These meetings provide a time when students may talk with advisers who are knowledgeable about available resources to aid student progress. Students are assigned advisers based on area(s) of interest at the time of registration. Students who declare more than one major are assigned advisers in each major. Students are encouraged to meet with their advisers during the year to discuss academic progress, problems, or educational and career goals. Students may request a change of adviser by filling out the appropriate form available at the Pathways Center or Registrar's Office, obtaining the necessary signatures, and filing the form with the Registrar's Office.

Academic Advisers should:	Students should:
<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"> • Maintain a reasonable number of office hours as outlined in the faculty handbook 	<ul style="list-style-type: none"> • Check Wartburg e-mail 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, Venture Education, 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 I-net
<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

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. Advisers may provide advice and referrals related to academic, career, and life concerns. **The Pathways Center**, located in the Vogel Library, top floor, provides information on working effectively with your academic adviser and on support services. Services located within the Pathways Center include: **Academic Advising (especially for those exploring major options), Career Services, Testing Services, Counseling Services, Supplemental Instruction, First-Year Experience, and Spiritual Direction.**