



Academic Advisor Responsibilities

Academic advising encompasses several areas as follows:

- 1) Transfer advising – advising students on course requirements for transferring to other academic institutions
- 2) Career advising for undeclared students – assisting students with assessment of their interests, personalities, values and skills to choose career paths
- 3) Career advising for students who have declared majors – providing students with information on various employment opportunities within a career area and job opportunities
- 4) Academic advisement for undeclared students – assisting with course selection and academic decisions for students who are unsure of their degree and/or career path
- 5) Academic advisement for students seeking declared WNC degrees – assisting with course selection and academic decisions for students who have declared an educational objective of seeking a WNC degree.

Responsibilities of the academic advisor includes:

- 1) Assist students to identify and attain their educational goals. This could include any or all of the following but is not limited to:
 - a. providing information with adequate and accurate information about degree requirements and course sequences of the curriculum,
 - b. assisting students with course selection and/or registration,
 - c. monitoring students' academic progress,
 - d. assisting students with transfer to other institutions,
 - e. help with locating occupational and/or career information.
- 2) Advisors should be aware of their limitations and advise only about matters of which they have knowledge. If an advisor does not know the answer to a question or does not possess knowledge of the information a student is seeking, the advisor should find out the answer or refer the student to Counseling Services or another appropriate resource.
- 3) Advisors should create an atmosphere of openness and trust, remaining nonjudgmental and maintaining confidentiality of shared information.
- 4) Post regularly scheduled office hours when advisor is available to see students. Promptly return student phone calls and e-mail messages.
- 5) Advisors are not expected to and should not make decisions for students. For students who are undeclared, the advisor should not influence the student towards their personal career or academic major preference.