



“For every minute spent in organizing, an hour is earned”

Benjamin Franklin

## Preparing for an Academic Advising Appointment

Preparing for a meeting with your academic advisor is crucial to obtaining the maximum benefit of your advising time together. As a student, you are responsible for “claiming your education” and taking advantage of the services the University has to offer. The advisor-advisee relationship is a collaborative effort, and there are certain responsibilities for both parties. Your advisor will review your current schedule and think about the resources that can aid you in your personal, academic, and career success. For you, the student, preparation may come in many forms. Writing down specific questions prior to your appointment, assessing your goals, and reviewing your degree audit are all ways to prepare effectively for your meeting.

## Advisor Responsibilities –What You Can Expect

You can expect me as your advisor to: Understand and effectively communicate the curriculum, graduation requirements and University policies and procedures. Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals. Encourage and guide students as they define realistic academic goals. Support students as they acquire the skills to develop clear and attainable educational plans. Provide students with information about and strategies for utilizing the available resources and services on campus. Monitor and accurately document discussions regarding the student’s progress toward meeting their goals. Maintain the level of confidentiality provided by the Buckley Amendment (FERPA). Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements. Promote and encourage students to develop productive working relationships with their professors.

## Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in order for the advising partnership to be successful. Among those responsibilities are the following: Schedule regular appointments or make regular contacts with your advisor each semester. Come prepared to each appointment with questions or materials for discussion; be an active learner by participating fully in the advising experience. Ask questions when



# Bryant University

you do not understand an issue or have a specific concern. Keep a personal record of your progress toward meeting your goals. Organize official documents (academic records, communications from professors or the Undergraduate Advising Office—including emails, letters, and/or phone calls) in a way that enables you to access them when needed. Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities. Become knowledgeable about University programs, policies, and procedures. Accept responsibility for your decisions. Respond to official notification from the Undergraduate Advising Office (letters, emails, phone contacts, etc...) in a timely manner. Maintain effective working relationships with advisors, faculty, and administrators.

As a vital member of Bryant University's community of scholars, you are implicitly engaged in a mutual working relationship with faculty, administrators, and fellow students. Your commitment to the advising process is essential as you progress in your pursuit of academic excellence.