



# THE ADVISOR

## What Can You Expect From Your Academic Advisor?

*Your academic advisor will be a member of the faculty or staff of the University who will assist you in your academic career at Ohio Wesleyan. While YOU are ultimately responsible for your own educational program and goals and for meeting all degree requirements, your advisor can help refine and clarify your educational objectives and keep you moving in the direction of your goals. Personal information given to your advisor is, of course, kept confidential. In general, you can expect that your academic advisor will be responsible to do the following:*

- Review your advisee folder (provided by the Admission and Academic Advising Offices) prior to the opening fall advisee/advisor conferences.
- Meet with you during the orientation period to review your choice of courses for the first semester and, if necessary, make schedule adjustments.
- Have a thorough understanding of the curriculum, university requirements, course sequences, prerequisites, and requirements for a major. You advisor will also meet with you at mid-term to discuss your selection of courses and to authorize your registration.
- Answer your questions about the general and departmental academic requirements, college regulations, services and opportunities.
- Talk with you about your past educational achievements and how they relate to your present educational goals.
- Help you plan each semester's program of courses, and develop an overall plan for the major in the junior and senior years. Your advisor will have access to your unofficial transcripts and your final grades and mid-semester estimates. In addition, your advisor will receive copies of letters of academic probation, dismissal, reinstatement, etc. All add/drop, credit/no entry and withdrawal cards, as well as any academic petitions, will be reviewed and signed by your advisor.
- Help you find additional academic resources and refer you, as needed, to other persons and services on the campus.
- Help you monitor your academic progress by sufficient contacts and accurate records.
- Meet with you, upon request, a reasonable number of times during a semester to discuss your academic program and related agendas.



# THE ADVISEE

## Student Responsibilities as an Advisee

*While your academic advisor can help you define and clarify your educational objectives and keep you moving in the direction of your goals, YOU are ultimately responsible for your own educational program and goals and of meeting all degree requirements. You should take the initiative in seeking advice and developing a good relationship with your advisor. In order to do this effectively, you should do the following:*

- Learn the name and office location of your advisor early in the semester.
- Schedule appointments early in the pre-registration period each semester. Do not expect your advisor to be available at any time you decide to drop in. Always call your advisor if it is necessary for you to reschedule or cancel an appointment.
- Prepare for mid-term appointments by selecting courses that fulfill university, distribution, and major requirements and by adding these courses to your registration cart. Be ready to discuss your selection of courses, along with your academic interests and goals, when you meet with your advisor.
- Become familiar with the distribution and competency requirements, as well as the requirements for the major(s) you are exploring. These are described in the Catalog (available online).
- Consult with your advisor concerning changes in your schedule (i.e. after being closed out of courses, during drop/add, etc.).
- Consult with your advisor when you are in academic difficulty.
- Consult with your advisor before declaring or changing majors, transferring to another college, or withdrawing from the university.
- Meet with your advisor at least twice during the semester.

**A Final Note:** It is your responsibility to know and fulfill all the university requirements for your degree. Your academic advisor will provide support, but you must rise to the occasion.

