**THE ADVISOR**

 **What You Can 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 your fall advising conference(s).

* Meet with you a minimum of one or two times during the semester to discuss your academic program and other advising-related matters; the number of appointments may vary, however, depending on your class rank and individual advising needs.
* Talk with you about learning challenges, personal and academic concerns, or specific advising needs or support, and refer you, as needed, to other persons, offices, or resources on campus.
* Have a thorough understanding of the general education curriculum, university graduation requirements, course sequences, prerequisites, and requirements for a major; explain special programs and curricular opportunities, such as the OWU Connection, Off-Campus Study, and the Sagan National Colloquium.

* Answer your questions about university regulations, policies, procedures, services, resources, and opportunities (or direct you to the person who can).

* Talk with you about how your educational achievements, academic and personal interests, values, skills, and abilities relate to your current educational goals, choice of major, and possible career paths; help you plan each semester’s program of courses, decide on a major in a timely way, and develop or refine a 4-year academic plan.

* Monitor your academic progress throughout each semester and year by reviewing mid-term and final grades, using OWU Self-Service and Degree Audit to track completed coursework, communicating with you about unsatisfactory course reports from your professors, and recommending additional levels of academic support and outreach as needed.

* Encourage you to take increasing responsibility for setting goals, making decisions, tracking completed course work, and taking the appropriate actions so you can graduate in four years.

 **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.

* Meet with your advisor at least twice during the semester, including at least one time early in the open advising period. Do not expect your advisor to be available at any time you decide to drop in. Always contact your advisor if you need 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, competency, and university requirements as well as the requirements for your major. These are described in the online Catalog.

* Consult with your advisor concerning changes in your schedule, when you are experiencing academic difficulty, or before declaring or changing majors, transferring to another college, or withdrawing from the university.

* Learn about academic and university policies (e.g., Academic Honesty) and procedures (e.g., registering for courses) as well as important dates and deadlines (e.g., when your portal opens and the last day to withdraw from full-semester courses).

* Use the following advising resources for learning about requirements, developing semester schedules, registering for courses, and tracking academic progress toward completing a degree: OWU Self-Service, Degree Audit, Registrar and Academic Advising websites, and Information Services—Self Help Site.

* Take (increasing) responsibility for your academic planning and goal-setting—e.g., developing or refining a 4-year academic plan, making plans for studying abroad, or deciding on and declaring a major by the time you earn 15 units of credit.

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