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| **The advisor’s role is to...**   * Provide support and be a personal link to your department and your field of study * Be available at advertised or prearranged times for consultation * Provide information about university and department policies and procedures that may affect your academic progress * Link you to all the resources the university has to offer * Assist in the development of your academic success action plan | **Your role as an advisee is to...**   * Take an active part in the advising by keeping appointments and communicating with your advisor about any changes in your situation * Work with the advisor to develop a plan for your academic success * Bring questions, requests and concerns to your advisor about issues that are affecting your academic progress * Follow through on recommendations and   referrals   * Be prepared for each meeting |
| **Responsibilities of the advisors include:**   * To provide accurate information * Treating students with respect * Addressing students’ needs with confidentiality * Keeping accurate records of contacts and student progress * Referring students to appropriate support services * Assisting students in decision making and goal setting * Allowing students to make the final decisions | |