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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
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| **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
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