

## **Roles and Responsibilities of the Academic Advisor and the Advisee**

### **Responsibilities of Advisees**

- To assume ultimate responsibility for their own academic program
- To know and understand the academic programs and policies of Pacific University
- To make academic decisions that are guided by the academic policies of Pacific University
- To select an advisor within their major
- To establish meetings with the advisor
- To establish an advising relationship with a secondary advisor as needed to support special needs

### **Responsibilities of the Academic Advisor**

- To know and understand the Pacific University academic programs and policies
- To understand the registration process, including how to fill out the registration form
- To meet personally with students during the advising period for pre-registration
- To be accessible to advisees by means of scheduled appointments, office hours, telephone, and e-mail
- To disseminate timely information to advisees about academic support services available to students
- To understand the mandates of the Family Education Rights and Privacy Act of 1974 as Amended (FERPA)