Roles and Responsibilities of Academic Advisors and Student Advisees

Responsibilities of Student Advisees
- To assume ultimate responsibility for their own academic programs
- 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 advisors within their majors
- To establish regular meetings with their advisors
- To establish advising relationships with secondary advisors as needed to support special needs
- To schedule classes based on their degree needs and future plans

Responsibilities of Academic Advisors
- To know and understand Pacific University’s academic programs and policies
- To understand the registration process, including online registration
- 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)

The Advising Center
The Advising Center offers additional academic advising service for students. The Advising Center’s mission is to oversee the undergraduate advising systems and offer advising support to both advisors and advisees. The Advising Center is available for all students to use and the Advising Center Director is the academic advisor for some undeclared students.

Who is an Academic Advisor?
Tenure-track College of Arts and Sciences faculty members who have worked at Pacific longer than one year serve as Academic Advisors. Academic Advisors go through special training on advising. The Advising Center Director serves as an Academic Advisor for some Undeclared students and is available to advise any student. The Associate Dean for Student Academic Affairs, School Directors, and some extended-term faculty members also can serve as Academic Advisors in special circumstances after training.

Advisors for the Academic Majors and Minors
Each student must select an eligible advisor in his/her major when they declare. A student with a double major must have an advisor in each declared major. Advisors in the minor are highly recommended. Minor advisors are required for the CSD and GSS minors.