Roles and Responsibilities of 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

Advisor Expectations and Responsibilities
- To know and understand Pacific University’s academic programs and policies
  - Requirements for department majors
    - Ability to read, decipher, and explain introductory requirements in other majors
  - Academic Core Requirements
  - Undergraduate Degree Graduation Requirements: Total required credits, Upper Division, 52-Hour Rule, Residency Requirement
  - Flag when a student is falling behind on meeting requirements
- Proactively intervene with students in academic trouble
  - Low Mid-Term and/or final grades
  - Academic Alerts received
  - On Warning or Probation or returning from Suspension
  - Students who reach out with academic concerns
- To understand the registration process, including online registration
  - Help students to be aware of registration holds
  - Respond to e-mails from the Associate Dean of Academic Affairs, the Advising Center, and/or the Registrar’s office regarding SAP, Grad Check issues, etc
- To meet personally with students during the advising period for pre-registration
  - Make clear how students should contact advisor and schedule advising appointments
  - Set expectations for both the advising appointments and other assignments before giving the advising clearance for registration
- To be accessible to advisees by means of scheduled appointments, office hours, telephone, and e-mail during all contracted periods
  - To respond to advisee concerns and questions in a timely manner
  - Meet with advisees when they request appointment which are outside of the advising period
- To disseminate timely information to advisees about academic support services available to students, such as program changes or advising information
- To understand the mandates of the Family Education Rights and Privacy Act of 1974 as Amended (FERPA)
  - Keep advising records up to date and turn in advising files of former advisees.
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 advisors in the Advising Center are the academic advisor for some undeclared students (and on rare occasions for some declared 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 advisors in the Advising Center serve as Academic Advisors for some undeclared students and is available to advise any student. The Associate Dean for Student Academic Affairs, School Directors, some extended-term faculty members, and staff in related fields 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. A minor advisor is required for the CSD, Theatre, Applied Theatre and Dance minors.