

## **Advising Rights and Responsibilities**

The College of Forestry is committed to helping students succeed. Each student is assigned a faculty advisor to assist with appropriate course selection, explain program options in line with student's interests, and provide information about mentoring and other professional opportunities. In addition, advising personnel in the Dean's office are a valuable source of information and assistance regarding university rules and regulations, job placement, exchange programs, and referrals to cross-campus programs.

The advising effort is one of mutual respect and collaboration between the student and the advisor. If the process is to be effective, both the advisor and the student must meet certain obligations. If either fail to keep their end of the bargain, the process is likely to break down, and neither will be satisfied with the results. With that in mind, below are key responsibilities shared between advisor and student.

Advisors can play a variety of roles in the academic lives of students. For example, advisors can provide information on deadlines, course selection, majors and minors, career development, summer employment, and permanent jobs. In some cases, advisors may be able to help students through difficult academic or personal situations. Advisors also welcome opportunities to celebrate student success.

Advisors take their roles seriously. However, the important decisions are truly the student's. Advisors can provide information, but the student is the one to act on the information.

Advisors are available at any time during the year if a student wants to discuss academic, professional, or personal situations. Making an appointment is encouraged. During pre-registration, advisors will post available office hours. Students should sign up in advance for these appointments. Students should come to pre-registration appointments prepared with appropriate materials (for example, a completed scheduling worksheet, a list of courses the student intends to take for the coming year, a pencil) and any specific questions the student has or issues the student wants to discuss. The more prepared the student is, the smoother the meeting will go.

### **Students should see their advisor when:**

- the student has questions about academic performance and progress;
- the student needs advice about adding, dropping, or withdrawing from a course, using S/U grading, or is thinking about changing majors;
- the student is concerned about inadequate study skills, is having difficulties in coursework, or is on academic probation;
- the student wants to discuss career considerations;
- applying for graduation; and
- the student doesn't know where help is available.

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