

University of Wisconsin – River Falls

Faculty Senate Statement of Advising Responsibilities

The following statement of advising responsibilities was endorsed by the UWRF Faculty Senate May 13, 1998 http://www.uwrf.edu/faculty_senate/chapterVIII#adinfo

Responsibilities of Advisors in the Advising Process:

1. Meet with new advisees in order to become familiar with their educational and career objectives.
2. Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals.
3. Read advisees' grade reports, and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
4. Direct advisees experiencing academic difficulties to appropriate sources of assistance.
5. Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities and graduate programs

Responsibilities of Students in the Advising Process:

1. Become familiar with general education, graduation, and program requirements and monitor progress toward fulfillment of these requirements
2. Schedule an appointment with your advisor in advance of your registration date and come prepared for this meeting with a course schedule and a draft of next semester's class schedule.
3. Schedule an additional appointment with your advisor when in academic difficulty, before declaring a major or before withdrawing from the University.
4. Seek your advisor's assistance with academic decisions rather than expecting advisors to make those decisions. Accept responsibility for the decisions you make.
5. Seek information about on-campus opportunities appropriate to your major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs.

We at UWRF take advising very seriously. This on-line advising handbook does not take the place of personal contact between adviser and advisee.