

Advisors are expected:

- To clarify university and college policies, regulations, programs, and procedures about which you may have questions.
- To be available to meet with you at least once each quarter.
- To keep regular office hours and be adequately available to meet with you.
- To offer advice on selecting courses and to assist you in developing an academic plan that satisfies degree requirements.
- To be a responsive listener and to refer you to appropriate support services within the college when needed.
- To discuss with you your academic performance and the implications of your performance for the undergraduate programs.
- To refer you to other services, departments, and specific individuals as special needs are identified.
- To help you to explore your interests, abilities, and goals and to relate them to academic majors.
- To monitor your progress toward educational goals and keep accurate, up-to-date records of your academic progress.
- To respect your right to privacy of educational records and discuss your confidential information only with appropriate individuals and for the purpose of serving your best interest.
- To help you assume responsibility for your decisions and your actions.
- To be knowledgeable about career opportunities and to refer you to Career Services as needed.
- To offer you the opportunity to become more independent and self-directed in your academic planning.

Students' responsibilities in the advising relationship are:

- To take the initiative to contact your advisor at least once each quarter. Remember you need to be advised each quarter in order to register for classes. Have a tentative idea of the classes you plan to register for.
- To become familiar with the requirements of your academic program and to schedule courses each quarter in accordance with those requirements. This includes an awareness of prerequisites and the sequencing of your courses.
- To prepare a list of questions or concerns before each meeting with your advisor.
- To ask questions! If you don't understand a policy or a procedure, ask questions until you do understand.
- To follow college procedures for registering and for making adjustments to your class schedule.
- To observe academic deadlines. Don't miss deadlines. Know when to register and when to drop or add classes. Set up appointments with your advisor well in advance of deadlines.
- To keep your advisor informed about changes in your academic progress, course selection, and academic/career goals.
- To keep a personal record of your progress towards your degree. Organize official university documents in a way that enables you to access them when needed.
- To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements.
- To inform your advisor immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education and to perform your best work.
- To make final decisions and be actively responsible for your academic career.

I understand my responsibilities as an advisee of The Women's College of University of Denver.

_____/_____
Print name

_____/_____
Signature

_____/_____
Date