

SCHOOL OF LIFE SCIENCES STATEMENT OF RESPONSIBILITIES FOR ADVISORS AND ADVISEES

Each student in the School of Life Sciences is assigned an academic advisor. In addition to the help provided by individual advisors, assistance is available from the front office staff in the SoLS Undergraduate Advising Office, Life Sciences C-Wing, Room 206. Please call (480) 727-6277 or email SOLS.advising@asu.edu for additional information.

-Front Office Staff

ADVISOR RESPONSIBILITIES:

1. A meeting at the beginning or during the first semester to get acquainted.
2. Availability during posted office hours and the opportunity for individual appointments.
3. Assistance in helping advisees find academic information, including information on majors, minors, general education requirements, and other academic policies, procedures, and deadlines.
4. Referrals to appropriate people and offices if she or he cannot provide the necessary assistance.
5. A meeting each semester, prior to course registration, to help with course selection and academic planning, and to approve your academic schedule for the next term.
6. Assistance in understanding the purposes of academic requirements and their relationship to a liberal arts education and career plans.
7. Assistance in helping you to learn how to make academic decisions, how to discover the range of options available to you, and how to think through the consequences of choices.

STUDENT RESPONSIBILITIES:

1. Accept responsibility for making your own decisions. (*Your advisor will provide advice, not make your decisions.*)
2. Come prepared for appointments. During the advising period for registration, come with:
 - ✓ a list of courses you are interested in taking for the following semester
 - ✓ alternative course choices
 - ✓ the meeting times of these courses
 - ✓ BRING A COPY OF YOUR DARS
3. After the initial appointment, **YOU** must initiate contact with your advisor.
4. Contact the front office staff to schedule an appointment or inquire about walk-ins.
5. Come to appointments on time and cancel appointments if you cannot attend.
6. Make an appointment to discuss mid-term grades, if necessary.
7. Discuss important decisions or questions about your education (e.g., choice of major, change of major, change of school, critical tracking, etc.) **as soon as possible**.
8. Follow through on referrals made by your advisor (e.g., a visit to the Office of Career Services, Success Coaching, Learning Resource Center, etc.) and be willing to discuss suggestions made by your advisor.

Understand that your advisor is advising a number of students for whom different regulations apply. Therefore, **you are ultimately responsible for knowing the academic regulations and requirements that apply to you**. Refer to the *SoLS Undergraduate Handbook* for this information and use DARS (ASU's degree audit software) to monitor your progress toward completion of your degree.

S. Schoenborn
School of Life Sciences
5/09 (revised on 7/09)