

Working With Your Advisor

The relationship between advisor and advisee is one of shared responsibility. Although the ultimate responsibility for making personal and educational decisions rests with you, your potential for academic success can improve considerably through relationships with advisors, who can provide assistance in identifying educational options and enhancing student potential. Your academic advisor is your primary resource regarding academic issues.



STUDENT RESPONSIBILITIES	ADVISOR RESPONSIBILITIES
Take the initiative to meet with your advisor.	Be regularly available for appointments.
Be familiar with the requirements of your major, including any admissions process.	Help you to explore your interests, abilities, and goals and relate them to academic majors.
Follow university procedures for registering courses and for making adjustments to your class schedule.	Offer advice on course selection and guide you through an academic plan that fulfills degree requirements.
Observe academic deadlines. Know when to register, when to add or drop classes, and the deadline to withdraw from classes.	Clarify university policies and procedures about which you may have questions.
Understand academic performance standards (probation, suspension, and dismissal) and know GPA requirements.	Review your academic performance and discuss its importance for consideration in undergraduate, graduate, and professional programs.
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.	Be a responsive listener and refer you to appropriate support services as needed.



Advising Versus Registration

Advising is the process of developing realistic plans for students' academic careers. Students and advisors work together to identify opportunities and to explore how they can be realized. Assistance may come in the form of, but not limited to, degree program explanation, degree completion planning, course selection, and assistance with navigating the registration process.

Registration is a separate process that occurs after meeting with an advisor. It is the process of enrolling in particular courses for a given semester. Students register for classes at <http://myut.utoledo.edu>

Registration occurs once a semester. Advising is an ongoing process that isn't necessarily linked in time with registration.