

OSU Advisor-Advisee Responsibilities (2020 Revision)

As an advisee, you should:

- **Understand and accept that you are ultimately responsible for your education and your own decisions.**
- Initiate a purposeful relationship with your advisor and make appointments when requested and/or when necessary.
- Utilize the technological resources available to inform yourself on your degree requirements and options.
- Prepare for and be active in your advising session, and ask questions when you have them.
- Work to clarify your personal values, abilities, and goals and share them with your advisor.
- Provide accurate and truthful information when being advised.
- Keep your local address and phone up to date in Student Online Services and utilize and **check your Oregon State email account daily** for important information coming from your advisor and the institution.
- Learn and understand OSU's policies, procedures, and requirements as they relate to your academic success and/or degree completion.
- Follow through on plans-of-action identified during advising sessions.
- Be aware of and abide by academic calendar deadlines.
- Cancel appointments that cannot be kept.

Advisors should:

- **Develop a purposeful relationship with and be an advocate for their advisees.**
- Inform their advisees of the nature of the advisor/advisee relationship.
- Assist their advisees in defining and developing expressed educational, career, and life plans.
- Provide timely and accurate educational information.
- Promote learning opportunities that will help their advisees define or meet personal goals and plans.
- Assist their advisees in preparing a program that is consistent with their abilities and interests.
- Monitor progress toward educational/career goals.
- Interpret and explain institutional policies, procedures and requirements.
- Guide their advisees to campus resources and special services available to them.
- Refer their advisees to those resources that can enhance or supplement their academic or personal experience.
- Cultivate expertise on shared technological resources that are part of their advisees' academic journeys