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

Created in Spring 2006, revised in 2013, and revised in 2020 by Oregon State University Council of Head Advisors