

## ***Core Advising Responsibilities***

*WSU Academic Advisor Responsibilities (from WSU catalog) with  
Core Advising Responsibilities (from ACG Advisor Workload survey)*

1. Be accessible, knowledgeable, informed and demonstrate care and respect.
  - Understand and effectively use current technology relevant to student academic decision making
  - Master institutional regulations, policies and procedures
  - Attend university and unit advisor training
  - Attend department, college and university advisor meetings.
  - Support new student orientations for department/unit
  - Match 10<sup>th</sup> and 30<sup>th</sup> day advisee assignment to myWSU & departmental records
  - Maintain and update active/inactive advising student files and archive and dispose of files in accordance with established University guidelines
  - Record electronic 'Advising Notes' within myWSU
  - Assist students in their course selections
  
2. Guide students as they define and develop realistic goals.
  - Communicate with advisees regularly on topics such as internships, study abroad opportunities, and undergraduate research opportunities, etc.
  - Monitor student progress toward academic goals, check for degree completion prior to last semester, complete exceptions and milestones as needed
  - Facilitate transition of students between departments or campuses, as needed
  
3. Teach students decision-making skills and how to assume responsibility to explore their own educational plans, options, and achievements.
  - Teach students university tools that are relevant to academic decision making (e.g what-if report, My Academic Planner, online catalog, schedule of classes, academic regulations)
  - Reinforce student ownership of educational decision making and progress
  
4. Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
  - Assess and process student records for certification
  - Check degree requirements/completion and academic goals - complete exceptions as needed in Advisement Reports
  - Monitor minors, second majors, second degree progress
  - Monitor accuracy of unit's advisement report(s) and pursue corrective action
  - Coordinate with chair, faculty, and staff on updates or revisions to unit or University advising policies
  - Develop and manage department's reinstatement process following university guidelines

- Assist students with petitions
5. Teach and support students with information about and strategies for utilizing the available resources and services on campus and in the community.
    - Refer students to appropriate campus resources and other resources
    - Teach students to use current technology relevant to student success
  6. Teach students to understand the purposes and goals of higher education and its effects on their lives and personal goals.
    - Provide career advising
    - Tie opportunities for internships, study abroad, and undergraduate research into student's four-year program of study and long term goals