

Core Advising Responsibilities

This document is designed to inform advisors, advising supervisors, students, and stakeholders about the core responsibilities of academic advising at Washington State University. All academic advisors, including faculty and primary role advisors, are expected to carry out these core responsibilities when academically advising students. Further, academic advising is a shared responsibility that requires active, collaborative partnerships between assigned advisors and the student. It is expected that all advisors assigned to a student work together to assist the student in achieving their academic goals.

1. Be accessible, knowledgeable, and demonstrate care and respect.
 - Demonstrate an active and ongoing commitment to diversity, equity, inclusion, and belonging within the WSU community and beyond.
 - Understand the characteristics and needs of various student populations.
 - Prioritize an appropriate amount of time to meet with students each semester.
 - Maintain and update advising records including electronic advising notes within myWSU.
 - Commit to on-going, life-long learning and professional development to stay current with academic advising best practices and trends within the profession.
 - Recognize student backgrounds and experiences (wholistic advising) within advising practice.
 - Understand and effectively use current technology relevant to academically advising students at WSU.
 - Stay current with institutional regulations, policies, and procedures.
 - Regularly participate in department, college and university advisor meetings and required advisor training.
2. Guide students as they define and develop realistic goals.
 - Discuss and monitor student progress toward academic goals.
 - Communicate with advisees regularly on topics such as internships, study abroad opportunities, undergraduate research opportunities, etc.
 - Facilitate the caring and timely transition of students between departments or campuses throughout the life cycle of the student.
3. Educate students about the purpose of higher education and its effects on their lives and personal goals.
4. Teach students how to successfully navigate their degree path and the University.
 - Assist students in developing their decision-making skills and reinforce student responsibility for their educational plans, options, progress, and achievements.
 - Empower and educate students on how to use university tools that are relevant to academic decision making (e.g. Academic Regulations, WSU Catalog, Academic Requirements report, Schedule of Classes, What-If report).
 - Assist students with their course selections.

5. Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
 - Routinely monitor student progress toward academic goals and accuracy of student's Advisement Report.
 - Review degree completion requirements prior to last semester; complete exceptions and milestones as needed.
 - Assess and process student records for admittance to the major.
 - Track student progress in minors, second majors, and second degrees.
 - Actively support and participate in the University's reinstatement process.
 - Assist students with petitions.

6. Support students by providing information on available resources and services at the university and/or within their local communities.
 - Be aware of university and community resources that aid in student success.
 - Refer students as appropriate.