

## Advisor Responsibilities

An advisor is central to the academic success of each student. While no single advisor can be expected to provide all of the information a student will need during their years at PC, academic advisors have the following responsibilities.

- **Orientation to PC:** Advisors help students become familiar with the college's academic rigor. Advisors introduce students to the mission of higher education and PC, the purpose of academic requirements, the expected achievement standards, the amount of work to reach those standards, and how and why things happen as they do at PC.
- **Dissemination of Information:** Advisors provide advice and consultation about registering for classes, educational opportunities, support services and programs, co-curricular programs, degree requirements, academic policies and procedures, and other administrative information.
- **Academic Guidance and Success:** Advisors aspire to develop supportive, mentoring relationships with advisees by empowering them to discover their interests and strengths and develop their unique paths to success. Advisors help students understand the avenues to success, recognize their individual needs and concerns as these relate to academic progress, define their personal and educational goals, and monitor their progress toward degree. Through this individualized guidance, advisors encourage critical thinking, a desire for knowledge, and a lifelong commitment to learning.
- **Short-Term Educational Planning:** Advisors assist students with semester planning, selection of specific courses, registration, and schedule adjustments.
- **Long-Term Educational Planning:** Advisors provide advice and consultation about career and professional objectives and the relationship between courses, majors, and occupations.
- **Referral to Campus Resources:** When needed, advisors refer students to campus resources for additional assistance with academic support, career planning, wellness, financial aid, roommate concerns, social challenges, and/or personal problems.
- **Inclusivity:** Advisors create an inclusive advising environment that values and respects the diverse backgrounds, perspectives, and experiences of all campus community members.
- **Maintaining records:** Advisors maintain accurate records of advising meetings that provide a history of interactions with each student, documentation of academic guidance given, and an assessment of the student's progress toward meeting their goals.
- **Confidentiality:** Advisors maintain confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) and other regulations. [FERPA guidance is available on the faculty resources page of the PC website.](#)