

Academic Advising: Student Responsibilities

Academic advising is a partnership. Understanding your role and responsibilities as an advisee is essential to developing a productive relationship with your advisor.

- **Be Proactive:** Contact your advisor to schedule meetings. Don't forget to schedule an advising meeting prior to registration week—check the [academic calendar](#) for the advising week dates!!
- **Be Prepared:** Come to your advising meetings ready to communicate your interests and goals. Review the requirements for graduation, including general education requirements. When you declare a major or minor, learn the requirements for that major or minor. If an upcoming meeting will include semester planning, construct a tentative course plan and bring it to the meeting.
- **Be Receptive:** At some point, your advisor will refer you to another resource or office on campus. While advisors are expected to understand graduation requirements and be knowledgeable about academic policies, no single advisor can be expected to provide all of the information students will need during their years at PC. Be sure to note these recommendations and share with your advisor the steps you took and the guidance you received.
- **Be Engaged:** Take time to think about the goals you would like to accomplish this year and beyond. Actively seek information needed for your academic success and appropriately use academic and other campus resources. Use DegreeWorks to chart your progress toward your degree.
- **Be Connected:** Advisors and administrative offices send important information to students' PC email addresses, so check your PC email regularly. Share your goals, thoughts, questions, and concerns with your advisor, and update your advisor if there are changes in your academic progress, schedule, or goals. Using DegreeWorks, review your progress toward your degree with your advisor.