

## **Advisor and Advisee Roles**

Effective academic progress depends upon the delivery of advising services. These transactions are enhanced when both Advisee and Advisor meet their responsibilities as outlined below.

As an advisee, you have the responsibility to:

- Meet with your advisor well in advance of registering for courses for an upcoming term (fall, winter, spring or summer) and at other times when you need assistance. Plan ahead for these meetings – advisors can rarely meet spur of the moment.
- Be prepared for advising sessions by bringing relevant information and materials with you. This may include your unofficial transcript and degree audit from UDSIS. Take notes and ask questions about anything you do not understand!
- Follow through on recommendations and referrals from your advisor.
- Familiarize yourself with policies, procedures and curricular requirements for your chosen program(s) of study (majors and minors). Use the UD Undergraduate Catalog and the University Student Guide to University Policies as references for learning these things.
- Learn how to use the UD Student Information System (UDSIS) to register for classes and monitor your academic progress.
- Read ALL email communications from all University offices, including the College of Engineering Advisement Office.
- Clarify your personal values, interests, and abilities as they related to your academic goals, but understand that you are ultimately responsible for the academic choices and decisions you make.

Advisors have the responsibility to:

- Help you develop realistic educational and career goals based upon your stated values, interests, and abilities.
- Assist you in meeting your academic goals by helping you with the course registration process, course substitutions, and interpreting academic policies, procedures and requirements
- Be aware of career and internship opportunities related to your academic program and refer you to other resources for more information about these opportunities
- Help you monitor your academic progress (via UDSIS, accurate degree requirement check sheets, and being available for advising appointments).
- Discuss appropriate courses to take and explain the UDSIS course registration process.
- Keep regular office hours for advising appointments and respond to your emails and phone calls in a timely fashion. (Generally, please allow at least 2 business days for a response to emails and phone calls; longer during peak registration times.)
- Tell you about University academic and other resources and special academic opportunities; refer you to other University support offices when appropriate.