

# Texas Wesleyan University

## ADVISING

### Student Responsibilities

Advisors can help you understand fully all of your options and avoid needless mistakes, but only if you take the initiative to seek their advice. Your responsibilities in the advising relationship are:

1. To take the initiative to contact your advisor. Be mindful of the need to work with advisers during posted office hours or take the initiative to make other arrangements when necessary.
2. To prepare a list of questions or concerns before each meeting with your advisor. Have a tentative written schedule prepared if you are registering.
3. To gather all relevant decision-making information.
4. To seek sources of information which will assist you in making academic/career decisions.
5. To ask questions! If you don't understand a policy or a procedure, ask questions until you do understand. Be knowledgeable about policies, procedures and requirements
6. To be familiar with the requirements of the major(s) which you are pursuing, and to schedule courses each semester in accordance with those requirements.
7. To be aware of the prerequisites for each course that you include in your semester schedule and to discuss with your advisor how prerequisites will affect the sequencing of your courses.
8. To follow university procedures for registering courses and for making adjustments to your class schedule.
9. To observe academic deadlines. Don't miss deadlines. Know when to register and when to drop or add classes. Set up appointments with your advisor well in advance of these deadlines.
10. To keep your advisor informed about changes in your academic progress, course selection, and academic/career goals.
11. To keep a personal record of your progress towards your degree. Organize official university documents (**Undergraduate Catalog, Schedule of Classes, Academic Program Form**, etc.) in a way that enables you to access them when needed.
12. To participate fully in the courses for which you are registered by completing assignments on time and attending class.
13. To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements.
14. To notify the university if your address or phone changes and to read your university mail, including e-mail.
15. To inform your advisor or the Dean's Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education and to perform your best work.