

RESPONSIBILITIES OF ADVISEES AND ADVISORS
DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

THE ADVISEE HAS THE RESPONSIBILITY TO:

- Plan his/her academic program by regularly consulting his/her transcript, the Course Catalog, Course Schedule Booklets, and other information provided by the Registrar's office and the Department of English and Foreign Languages
- Check Pipeline regularly for university-wide and departmental announcements (pre-registration, advising assignments), deadlines (graduation applications, portfolios, etc.), and reminders
- Think ahead and be proactive about making progress through his/her program
- Arrange and attend appointments with his/her advisor when notification of pre-registration is received and at other times
- Maintain a track sheet of his/her progress through the program and bring it to all advising sessions
- Consult the Course Catalog and Course Schedule Booklet prior to all advising sessions and list possible courses for the next semester
- Register during Pre-Registration to have the best options for courses
- Inform the advisor about relevant health problems, family and job commitments which may affect progress through the academic program
- Consider seriously the advisor's suggestions regarding the completion of the academic program
- Contact the advisor with questions, concerns, or problems

THE ADVISOR HAS THE RESPONSIBILITY TO:

- Listen carefully and respectfully to the student's questions and concerns, offering support for the fulfillment of the student's goals
- Consider the student's individual situation (family and job commitments, interests, future plans) in offering advice regarding the completion of the academic program
- Assist the student in selecting an academic program that will meet his/her needs, interests, priorities, and career plans
- Identify the student's academic goals and provide guidance regarding long-term academic and career planning as well as the fulfillment of immediate needs (course selection, graduation applications, etc.)
- Refer the student to campus services as needed
- Update transcripts and track sheets in the student's official file once a semester and write a brief summary of the advising session
- Remind students of applicable deadlines at appropriate times

NOTICE FOR SECONDARY EDUCATION MAJORS:

Due to faculty and staff changes, it has been challenging to coordinate course offerings and advising with Teacher Education. We cannot control all factors affecting the course offerings, but we are doing everything we can to maintain open lines of communication and ensure that our upper-level courses do not conflict with Secondary Ed. courses. When English Lit./Secondary Ed. majors are close to completing the core curriculum, they should consult Julie Gray (jgray@aug.edu) in the office of the Dean of the College of Education about completing/exempting the GACE exam, seeking admission to Teacher Education, and completing their certification program. To begin the application process, see Julie Gray in Admissions and Charlene Blankenship (cblanken@aug.edu) in Teacher Ed.

Updated FA08