**The Process of Advising at Cedar Crest College**

The relationship between a student and her advisor is one of the most important aspects of a student’s college career. An advisor helps students make good academic decisions, explore academic interests, and identify potential career options. At Cedar Crest College, advising is a dynamic and interactive process that fosters student growth and responsibility through the attainment of specific advising goals:

Goals of Academic Advising

* Clarification of life and career goals
* Development of suitable education plans
* Selection of appropriate courses and other educational experiences
* Interpretation of institutional requirements
* Increasing student awareness of educational resources available
* Evaluation of student progress toward established goals
* Development of decision-making skills
* Reinforcement of student self-direction
* Referral to and use of other institutional and community support services, where appropriate
* Collection and distribution of student data regarding student needs, preferences, and performance for use in institutional policy-making

*Adapted from the Council for the Advancement of Standards (CAS)*

In meeting these goals, both parties in the advising relationship have responsibilities. Your responsibilities include the following:

The Student’s Responsibilities:

* Be proactive – ask questions!
* Maintain regular contact with advisor
* Keep and prepare for scheduled appointments
* Discuss information that affects academic performance
* Learn requirements for department and college
* Make use of all resources on campus
* Be responsible for planning a course of study and fulfilling all necessary requirements and regulations by accepting ultimate responsibility for decisions

(Over)

Your advisor’s responsibilities include the following:

The Advisor’s Responsibilities:

* Be knowledgeable about college and departmental requirements, policies, procedures, and important deadlines
* Maintain adequate office hours throughout the semester
* Provide a respectful, supportive atmosphere
* Assist students in planning programs of study (both short-term and long-term) that are consistent with their abilities and interests
* Help students assume responsibility for their decisions and actions
* Make appropriate referrals
* Keep accurate records
* Maintain confidentially according to established standards

The advising relationship is unique and important, an integral part of the Cedar Crest College experience. Students are encouraged to make regular and frequent contact with their advisor throughout their entire college career.

Academic Services is responsible for the oversight of academic advising. For additional information about the advising process at Cedar Crest College or to ask questions and provide feedback, please contact us:

Academic Services

CUR 109

610/606-4628

advising@cedarcrest.edu