

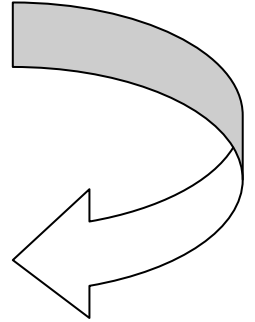
STUDENT RESPONSIBILITIES AND EXPECTATIONS

All Stages:

- Meet with an advisor *at least* once per year (once per semester is ideal).
- Check your Kent e-mail account regularly (including Listserv messages).
 - Be aware of your degree and graduation requirements.
 - Follow university academic policies and deadlines.
 - Seek assistance when needed.

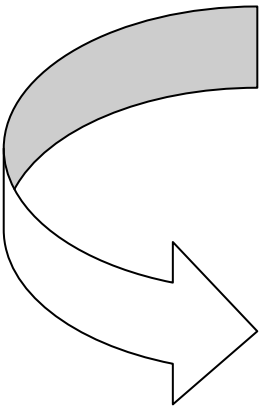
Stage 1:

- Learn about academic advising, requirements for your major, policies, procedures, and academic terminology.
- Maintain your Advising Portfolio.
- Use university technology including: e-mail, Flashline, Web For Students, and KAPS.
- Evaluate personal strengths and weaknesses and seek out resources as needed (Academic Success Center, Tutoring, etc) for academic and personal success.



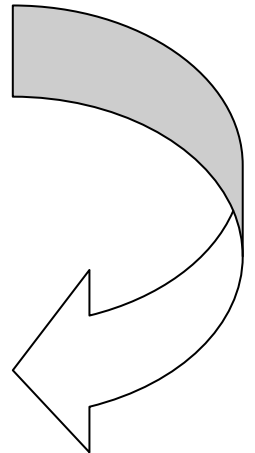
Stage 2:

- Develop an academic plan, including a timeline toward graduation.
- Be aware of your requirements for graduation (including coursework, GPA, internships, and other requirements).
- Be able to read and use your KAPS report for scheduling and long-term planning.
- Develop life management skills, balancing school, work, and other responsibilities.
- Seek out resources and follow through with referrals as needed.
- Explore opportunities for personal, academic and career growth, such as campus and community involvement, study abroad, and internships.



Stage 3:

- Establish a relationship with your faculty advisor and continue working with your professional advisor. (*Note: In some majors, students meet with faculty advisor earlier than in other majors.)
- Be aware of your remaining requirements for graduation.
- Confirm your expected timeline toward graduation with an advisor and communicate changes that might impact academic timeline.
- Set personal, professional and academic goals for the rest of your academic career.
- Pursue opportunities to enhance and compliment your academic experience, including campus leadership, service learning, study abroad, and internships.



Stage 4:

- Review KAPS report and meet with advisors to ensure you are on track for graduation.
- Confirm that any needed forms are on file in the college office; apply for graduation the semester before you plan on graduating.
- Continue to work with advisors to seek activities to make long-term connections with the university and greater community.
- Explore opportunities for lifelong learning and continued growth to assist in the transition beyond graduation.

ACADEMIC ADVISOR RESPONSIBILITIES AND EXPECTATIONS

All Stages: Professional and Faculty Advisor Responsibilities

- Maintain confidentiality
- Demonstrate good listening/reflecting/communication skills
- Communicate and model a sense of ethical integrity and professionalism
- Recognize student differences, be sensitive to each student's individual needs
- Advocate on behalf of students to find the best possible solutions and options within established policy
- Serve as a mentor and provide career-related information

Stage 1:

- Communicate policies, procedures, curriculum, and graduation requirements to students in a timely and accurate manner
- Assist students in developing academic and personal goals
- Provide resources for time management, study skills, and academic success
- Promote the use of technology
- Assist students in understanding and accepting their abilities, interests, skill sets, and limitations

Stage 2:

- Encourage students as they continue to define and refine realistic goals
- Help students develop decision-making skills
- Assist students in developing an educational plan and timeline toward graduation
- Provide resources for academic and career planning
- Guide students in clarifying life and career goals, providing appropriate referrals
- Encourage students to seek out opportunities for personal and academic growth, such as campus and community involvement, study abroad, and internships

Stage 3:

- Help students evaluate progress toward graduation and review remaining requirements for graduation
- Confirm timeline toward graduation with students
- Provide guidance as students establish personal, professional, and academic goals for the rest of their academic career
- Help students clarify career goals

Stage 4:

- Review KAPS reports with students to make sure they are on track for graduation and have all necessary paperwork filed
- Help students gain an understanding of the value of higher education and lifelong learning, assisting students in the transition beyond graduation