Student Guide to Academic Advisement

Academic Advisor Responsibilities- What you can expect of us:

- Be knowledgeable about and effectively communicate graduation requirements and University policies and procedures.
- Evaluate your progress toward degree completion and communicate any concerns.
- Provide encouragement and support.
- Assist in making academic decisions that will help you achieve your goals but not make the decision for you.
- Identify resources to help you achieve your personal, academic and career goals.
- Uphold confidentiality unless your health and safety are at risk.
- Encourage you to take responsibility for your education plans, decisions and achievements.
- Be accessible to answer your questions in timely fashion through in-person, electronic, and phone appointments.
- Provide a safe and respectful environment where you can ask your questions, express your concerns and goals.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Provide you with information about and strategies for utilizing the available resources on and off campus.
- Refer you to other campus offices as appropriate.
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Advisee Responsibilities- What we expect of you:

- Read all emails sent to your CSUSB email account. Email is the primary form of communication at CSUSB.
- Become knowledgeable about your degree requirements and University/department policies and procedures.
- Contact your Academic Advisor when you have questions or concerns or you want to discuss possible changes to your plan of study.
- Contact your Faculty Advisor or Program Coordinator for major/program advisement, updates, program plans, etc.
- If you are unable to make your appointment, cancel or reschedule the appointment.
- Take an active and participating role in your future.
- Accept responsibility for your decisions, actions, and/or inactions that affect your educational progress and goals.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be honest, open, and willing to receive and act upon recommendations from advisors.
- Keep a personal record of your progress towards meeting your goals.
- Explore and utilize campus and community resources.
- Demonstrate academic integrity and ethical behavior at all times.