

# Student & Advisor Roles and Responsibilities



## ***Student Responsibilities:***

- Be familiar with SLCC website: [www.slcc.edu](http://www.slcc.edu)
- Become aware of your degree requirements
- Make and keep appointments with your advisor
- Try to visit during non “rush” registration times
- Prepare questions, write down answers
- Ask for clarification
- Bring copies of handouts, plans, notes
- Learn to access and read your “Degree Evaluation”
- Create a tentative schedule
- Plan subsequent semesters
- Check your “MyMail” account regularly
- Be an active, informed participant in advising
- Make and be responsible for your decisions

## ***Advisor Responsibilities:***

- Be accessible and available
- Maintain confidentiality
- Introduce career and major exploration options
- Clarify SLCC policies
- Explain programs and degree requirements
- Help define and develop educational plans
- Interpret placement scores
- Assist with course selection
- Teach semester sequencing
- Explain “Degree Evaluation” audit
- Review academic progress
- Provide transfer information
- Make referrals to resources and services