

San José State University Undergraduate Academic Advising Expectations and Responsibilities

The academic advising experience is a collaborative partnership between academic advisors and students with shared responsibilities to ensure the student's academic success.

Advisors are expected to	Students are expected to
1. Facilitate the development of an accurate educational plan based on degree requirements which may include advising about majors, minors, GE and special opportunities.	Actively participate in constructing your educational plan based on your interests, values, strengths and aspirations and be proactive in exploring possibilities for majors, minors and special opportunities.
2. Demonstrate care by listening, acknowledging, and valuing diversity through each student's lived experiences in the spirit of building a positive working relationship and create a safe space in which the student can share thoughts, aspirations, concerns and interests. Facilitate referral of student to relevant campus resources as needed.	Actively partner in the advising relationship and keep the advisor informed about academic progress and course adjustments, and share any questions, issues or concerns in a timely manner. The student is encouraged to share non-academic challenges that impact their ability to achieve their goals.
3. Support the student in identifying and integrating their multiple paths to achieving academic and career goals based on their interests, values, strengths, readiness and aspirations.	Be open, reflective and thoughtful of your academic and career goals.
4. Provide interpretation and explanation of academic policies and procedures as appropriate and anticipate the unasked questions.	Ask questions until you have a clear understanding of academic policies and procedures as appropriate.
5. Come to every advising meeting having reviewed the student's academic information and engage the student in conversation about their academic, personal and career goals.	Take the initiative at every advising meeting: come prepared with questions, materials, and/or topics to discuss.
6. Demonstrate courteous and professional behavior including note taking and following through with actions agreed upon in advising sessions in a timely manner.	Demonstrate courteous and professional behavior including note taking and following through with actions agreed upon in advising sessions, scheduling and keeping appointments, regularly checking SJSU email account and MySJSU for updates, responding to requests and inquiries in a timely manner.
7. Participate in ongoing assessment of advising services and ensure opportunities are available for students to provide feedback.	Provide constructive feedback on your academic advising experience.