

The University Academic Advising Council has established the following guidelines for academic advising. A student can expect the advisor to:

- Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration.
- Be sensitive to the needs of students from diverse backgrounds.
- Understand the mechanics and deadlines of enrolling students, such as scheduling online, adding and dropping classes, closed class options, special enrollment forms, and contacts in the Office of the University Registrar or the college office.
- Understand how to read a DARS report and how to request DARS reports for exploring other majors and programs.
- Understand University grading policies, including probation and academic suspension.
- Be familiar with the variety of University degree and program offerings, departmental and college requirements, as well as University-wide General Education requirements (as explained in the Ohio University Undergraduate Catalog).
- Assist students in exploring course and program offerings and career choices.
- Know where to refer students with special needs or interests (e.g., Academic Advancement Center, Career and Leadership Development Center, Ombudsperson).
- Help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.
- Help students continually reassess their course of study in light of changing goals and overall academic performance.
- Share information about opportunities in their major and intended career field (e.g., internships, practicum, volunteer, and service learning opportunities).
- Seek reassignment for an advisee if necessary.

An advisor has the right to expect a student to:

- Consult with the advisor at least once each term.
- Make appointments for advising.
- Be on time for appointments.
- If unable to make a scheduled appointment, notify the advisor in advance.
- Discuss academic and career-related needs and seek additional help from appropriate sources as suggested by the advisor.
- Be prepared for the advising appointment by bringing appropriate materials and written questions and by having reviewed the DARS, checked catalog requirements, consulted the course offerings for the current term, and prepare a tentative schedule.
- Seek assistance in decision making rather than expect the advisor to make decisions.
- Follow through with appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
- Evaluate advising sessions and give formal and informal feedback to the advisor.
- Seek reassignment to another advisor if necessary.
- Be aware of departmental major, college, and University-wide General Education requirements.
- Understand how to read and use a DARS report.