



Student Academic Advising

Ohio University recognizes academic advising to be a central element of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals. Advisors are responsible for being accessible and responsive to students, and for providing accurate, timely information. Students are responsible for being prepared for advising sessions, and for understanding University and major requirements.

Advisor/Advisee Expectations

These expectations were established by the University Academic Advising Council.

The Advisor Should:

- Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration periods.
- Be sensitive to the needs of students from diverse backgrounds.
- Understand the mechanics and deadlines of enrolling students, such as scheduling by 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 Degree Audit Report, commonly referred to as a DARS - DARS is an acronym for OHIO's Degree Audit Reporting System - and how to request DARS checksheets 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, International Student and Faculty Services, Office of University Equity and Civil Rights Compliance, Student Financial Aid and Scholarships, Global Opportunities, Ombudsman).
- 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, practicums, volunteer, and service learning opportunities).
- Seek reassignment for an advisee if necessary.

The Advisee Should:

- Consult with the advisor at least once each semester.
- Make appointments for advising via phone, e-mail, or office hour sign-up sheets during mutually agreed-upon advising times.
- Keep appointments promptly.
- 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, your DARS, and a prepared tentative schedule. Students should also check their catalog requirements and consult the course offerings for the upcoming semester.
- 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.