



Advisor and Advisee (Student) Responsibilities

Each semester, all students are required to meet with their advisors in order to discuss academic and personal goals, and to plan and register for courses for the upcoming term. The [academic calendar](#) lists dates for academic advising and course registration. First-year students must also consult with an advisor in order to make schedule changes such as class adds and drops during the first semester. Similarly, student-athletes must get advisor approval to drop courses in order to ensure NCAA compliance.

Academic advisors are invested in your learning and development and will help you create course plans consistent with academic, career, and personal goals. Each semester, your advisor will assist you with reviewing available courses and planning your schedule for the upcoming semester; they can also work with you to map out a tentative 4-year plan. Your advisor will assist you with exploring available major/minor areas and major/minor declaration, identifying experiential learning opportunities, finding your calling, and connecting with resources such as Career and Professional Development.

It is important to remember that **advising is a collaborative process** – a partnership between you and your advisor. It is your responsibility to schedule and prepare for advising appointments to ensure that you are meeting requirements and making the most of your Wittenberg experience.

Student Responsibilities

- Each semester, schedule an appointment with your advisor during advising weeks. Dates are available in the academic calendar, and you will likely receive reminders from your advisor via email.
- Be on time for your advising appointment. If you are unable to make a scheduled appointment, notify your advisor in advance.
- Review the “My Progress” tab in self-service prior to your advising meeting so that you have a general idea of courses that you have completed and requirements you need to fulfill.
- Plan a tentative schedule in self-service in advance of your appointment. Include several courses you are interested in/think you may need for your area of study or general education curriculum. Consider [booking a supplemental advising meeting](#) in COMPASS for assistance with tentative course planning prior to your advising meeting.
- Review your midterm grades in self-service prior to your advising appointment, and be honest with your advisor about your current course performance; performance in current classes can impact course sequencing and decision-making. Talk through strategies for sustaining or improving your class grades as needed.
- Consider learning opportunities beyond the classroom that are of interest to you, such as experiential learning, civic engagement, study away/abroad, internships, and other ways to enhance what you’re learning in the classroom and explore your calling. These will meet some of your general education requirements, and can be planned out each semester.
- Review “notifications” flags in self-service for any potential account holds. If you are unsure of how to address the hold/who to contact, make a note to ask your advisor during your advising meeting or email studentsuccess@wittenberg.edu prior to your advising meeting.

- Discuss academic and career-related goals and connect with resources as suggested by the advisor. Seek assistance in decision-making rather than expecting the advisor to make decisions.
- Be open to exploring new areas of study, engagement opportunities, and classes that are unfamiliar to you. Choose classes that you are interested in – even if they don't fulfill a specific requirement for you – and talk with your advisor about if/how they can fit into your plan.
- Create a calendar reminder for your registration time, and follow through with course registration as soon as your timeslot opens. Contact your advisor if you need assistance making adjustments to your plan or schedule based on course availability.

Advisor Responsibilities

- Establish, adhere to, and post regular office hours, and ensure that advisees know how to schedule advising appointments.
- Understand the process for class registration in self-service, including reviewing the course catalog and creating course plans, adding and dropping classes, course waitlists, special enrollment forms, and course registration timelines.
- Review student progress in self-service prior to advising meetings; be prepared to provide guidance on both general education and major or potential major coursework.
- Assist students in exploring a wide variety of course and program offerings; provide information on career and vocation exploration and/or resources for connecting with academic areas of interest.
- Know where to refer students with restrictive registration holds – Student Accounts, Registrar, Dean of Students. Help students to connect with those resources as needed.

- Help students plan courses based on major/minor sequencing, general education curriculum completion, areas of interest, class day/time preferences, and other relevant information gathered during the advising meeting.
- Log advising meeting notes in self-service and archive planned courses in order to document and update advisee plans and interests. Review the path to graduation each semester and ensure that the student is aware of graduation requirements and progress.
- Help students continually reassess their course plans, major(s), and minor(s) in light of changing goals and overall academic performance.
- Share information about opportunities within the major/minor and intended career field, both required and optional. Help students plan for experiences such as study away/abroad, civic engagement, internships, FIRE Week programs, campus and departmental events/programs, and other experiential learning opportunities.
- Check in with students as needed throughout the semester to provide guidance and advice; check self-service to ensure that advisees registered on their assigned day/time and/or that they have plans to register.