

# Advisee & Advisor Responsibilities

## Advisee Responsibilities

- Know your advisor's name, how to contact them, and the academic division of your program of study: <https://tncc.edu/advising/teams>
- Take ownership and responsibility for your academic success
- Provide the most current and accurate information to your advisor. Your advising session is a safe space
- Schedule advising appointments at least 1 to 2 weeks in advance of registration or other deadlines (ex. transfer paperwork, graduation application, etc.)
- Be prepared for advising appointments
  - Be an active participant in your education and advising session
  - Provide advisor with purpose of visit in "Comments" section when scheduling
  - Send appropriate documents (ex. transcripts, AP or IB scores, CLEP, etc.) to advisor at least 24 hours prior to appointment
  - Familiarize yourself with your program of study
  - Discuss your goals with your advisor
  - Pay attention to and comply with important deadline dates related to registration, payment, and program or transfer application deadlines
  - Follow through on suggested actions, resources, or referrals in a timely manner
- Consult with advisor:
  - Before dropping or withdrawing from a course (also consult Veterans Affairs and Financial Aid)
  - Experiencing academic difficulty
  - Change program of study
  - Regarding transfer plans to another institution
  - Before withdrawing from the college
  - Regarding questions and seek help if you have issues or concerns
- Be prepared to utilize technology to access advising resources and appointments as applicable.
- Arrive on time for all appointments and come prepared with your Advising Planner.
  - Keep the appointments as scheduled. If you must cancel/postpone your appointment, cancel appointment using Navigate and reschedule as needed
  - Be aware of the No-Show policy surrounding missing an appointment

## Advisor Responsibilities

- Create and maintain an interactive and safe environment which encourages mutual trust and open communication.
- Empower student to take responsibility for their academic success and hold students accountable according to policies and procedures.
- Assist student with developing a realistic academic plan consistent with their academic, career, and personal goals.
- Effectively communicate program of study, transfer and graduation requirements, as well as college policies and procedures.
- Provide student with information and refer to campus services relevant to their individual need.