



Overview of Advising Roles and Responsibilities of College of Agriculture Advising Center Students and Advisors.

The student	The advisor
<ul style="list-style-type: none"> • be prepared for all advising meetings; build and update your plan in DegreeWorks • be aware of registration and add/drop deadlines • explore your career interests and goals, and seek your advisor’s input on your plans • share your aspirations, situations, and issues that may affect the timing of your coursework • take full responsibility for your course schedule and graduation requirements • be familiar with and adhere to MSU academic policies • be familiar with your department’s performance standards for graduation • be familiar with the course requirements in your option • meet with your advisor at least once per semester • keep copies of all forms you submit to or receive from your department and/or other MSU offices • check your MSU email address daily (or be sure that all email is forwarded to an address you are checking daily) – all official MSU and department communications are sent to this address and only this address • follow up as needed with the appropriate office on all communications you receive from your department and/or any MSU offices 	<ul style="list-style-type: none"> • engage students in discussion and exploration of their career objectives and aspirations • be knowledgeable about general academic policies and procedures and your option’s requirements • maintain current knowledge about student resources • discuss and sign advisees’ worksheets and add/drop forms as appropriate • sign forms relating to National Student Exchange and study abroad, degree progress forms for athletics and ROTC, veterans, and financial aid • be prepared to refer students to appropriate university services should a student request such assistance • be available to advisees during regularly scheduled office hours and by appointment as necessary • return emails and phone calls in a timely manner • refer inquiries from parents to the Assistant Dean for the College of Agriculture