STUDENT/ADVISOR RESPONSIBILITIES

Iowa State University’s academic advising program strives to enhance the student’s intellectual and personal growth, to sharpen the student’s decision-making skills, and to integrate the student’s academic and future career plans. Each student in the department is assigned an advisor, and all faculty post their schedules in front of their offices. A student may request to change his/her advisor by stopping in Rm. 126. If this request is repeated, he/she needs to consult with the chair of the department.

STUDENT RESPONSIBILITIES

Students are responsible for articulating their educational and career goals and making plans to attain them. To do this, students are accountable for the following:

- Knowing university policies and procedures with respect to registration and schedule changes, and carrying out these procedures.
- Asking your advisor for assistance during your advisor’s posted office hours. When that isn’t possible, you are responsible for arranging a time to meet with your advisor.
- Assuring the accuracy of your schedule and making sure that the printed schedule is correct after schedule changes have been made.
- Knowing the requirements for the CRP degree and planning your semester schedules to meet those requirements.
- Monitoring the accuracy of your degree audit.
- Submitting the required ISU graduation application form at the beginning of your last semester of classes.

FACULTY ADVISOR RESPONSIBILITIES

Faculty advisors assist students in formulating realistic educational and professional goals and in attaining them. To do this, faculty advisors are expected to do the following:

- Be available to consult with advisees during each advising/registration period. During the advising appointment, advisors sign the Touch-tone Registration Worksheet with courses listed on it, retain the yellow copy of the worksheet for the department, and then give each student the RAN number required to use the Touch-tone registration system.
• Provide information about the requirements for the CRP degree.
• Provide guidance in the student’s selection of required courses and electives that relate to the student’s interests.
• Assist each student in monitoring the accuracy of the degree audit and notify the department if corrections to the audit need to be made, including the expected semester of graduation. The Course Changes form was designed for this purpose.
• Assist students when personal problems interfere with academic responsibilities. Refer students to appropriate college and university resources, such as the Dean of Students office, Student Counseling Service, Tutoring Service, Student Employment and Financial Aid Office, Department of Residence, Student Health Service, and Department of Public Safety.

PLEASE NOTE: Dates for advising and registration are included in the University Calendar, the ISU Phone Directory, the Schedule of Classes, Access Plus, and are posted on departmental bulletin boards. Consult Iowa State University Courses and Programs 1999 – 2001 for specific steps in the registration process.

David Swenson