Academic Advising at Chemeketa Community College

Developmental academic advising is a continuous, student-centered process of clarification and evaluation. This process is to assist students in the development of meaningful educational plans compatible with their life goals and their personal values.

Developmental academic advising is an intentional process that assists students in making informed choices, clarifying their goals and developing educational plans for realizing these goals. It is ongoing, multi-faceted, and the responsibility of both student and advisor. The relationship between advisor and student is vital. Through this relationship, students are gradually encouraged to take on a greater role in directing their educational paths resulting in less reliance on advisors. Students become increasingly self-directed and ultimately assume responsibility for their personal, educational and career goals. Developmental academic advising is a collaborative effort across campus, utilizing all available resources.

**ADVISOR ROLE & RESPONSIBILITIES**
Advisors may have the following responsibilities:
- Help students clarify and develop realistic educational career plans.
- Assist students in planning or revising a program consistent with their abilities and interests.
- Monitor progress towards educational/career goals.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Interpret and provide rationale for instructional policies, procedures and requirements.
- Guide students through all designated educational transactions (e.g. schedule, add/drop, change of major, waiver, graduation requirements).
- Maintain an electronic advising file for each advisee, using At-a-Glance.
- Refer students when academic, attitudinal, attendance, or other personal problems require intervention by other professionals.
- Inform students of the nature of the advisor/advisee relationship.
- Request reassignment of advisee to another advisor if necessary.
- Assist students in identifying career opportunities.
- Develop supportive, professional relationship with advisees.
- Inform students of special services available to them.
- Accept responsibility for performing your duties as an advisor.

**ADVISEE RESPONSIBILITIES**
Advisees have the following responsibilities:
- Clarify their personal values, abilities, interests and goals.
- Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor.
- Become aware of and adhere to Chemeketa policies, procedures and requirements.
- Prepare for advising session and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request reassignment of a different advisor if necessary.
- Accept responsibility for all decisions.

Plan to meet with an advisor or attend an advising session once a term to make sure you are on track to accomplish your educational goals. An easy way to remember when to see an advisor is at Halloween, Valentine’s Day and Cinco de Mayo. Those points during the year will be a good time to begin planning your courses for the next term and the schedule of classes will also be available online.

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192.