

## Tips for establishing a productive relationship with your advisor

### *Get to know your advisor!*

- ✓ Find your Advisor's name in myRWU
- ✓ Email your Advisor and confirm his or her location, phone, and office hours
- ✓ Schedule a get-to-know-you meeting prior to advisement period
- ✓ Tell your advisor about yourself: your major, where you are from, what your future plans are - but keep it brief!

### *Make an appointment for Advisement*

- ✓ Review the course schedule online at the Registrar site and a template for your major from your dean's office
- ✓ Schedule an appointment - many faculty have time slots listed on their office doors, or use on-line schedulers - find out how your advisor does it!

### *Preparing for the Advising meeting*

- ✓ Think about what you want to discuss. Typical questions are:
  - Is there a hold on my account? If so, how do I take care of that?
  - What courses am I required to take for graduation?
  - What prerequisites must I complete?
  - Are there any unique requirements in my major?
  - When and how do I register for classes?
  - **Discuss what it means to major in\_\_\_\_\_.** Ask for advice/information regarding careers related to this major.
  - Create a rough schedule based on your review of the course schedule.
  - Make a list of back-up classes in case your first choices are unavailable
  - Develop a program outline for each semester

### *During the meeting*

- ✓ Arrive Early! Your advisor has 25 other advisees - respect his or her busy and tight schedule.
- ✓ Don't be shy - ask the questions that are important to you. Your advisor wants to help and guide you, but he or she can't do that if you don't bring your own particular concerns to the discussion
- ✓ Listen to your advisor's suggestions; take notes
- ✓ Keep a copy of your worksheet; keep it in your advising file

### *After meeting with your Advisor*

- ✓ Stick to the agreement! Register for the courses your advisor approved. Making changes to this agreed upon schedule could result in your inability to graduate on time!

### *What NOT to do*

- ✓ Don't delay in scheduling an appointment; advisors are available during the scheduled advisement period
- ✓ **Don't assume you don't need to talk to an advisor.** You cannot register for classes until you've had your advisement meeting. After you have met, your advisor lifts an electronic hold making it possible for you to register
- ✓ Respect your advisor's time and expertise!