

CLAS Academic Advising Center

Academic advising for students pursuing majors and/or minors offered by the College of Liberal Arts and Sciences
Call Us: (616) 331-8585 • Visit us On-line: www.qvsu.edu/clasadvising

The Student's Role in the Academic Advising Process

- Give thoughtful consideration to your academic and career goals.
- Prepare a written list of questions before each meeting with your advisor.
- Initiate contact with a faculty advisor and/or an advising center.
- Actively participate in the advising session.
- Ask questions! If you do not understand a policy or procedure, ask questions until you do understand.
- Know the Academic Calendar. Do not miss deadlines. Know when to register and drop or add courses.
- Schedule courses that are consistent with your educational goals and that will meet degree requirements.
- Accept responsibility for making final decisions on academic choices. Academic advisors will present you with options.

The Advisor's Role in the Academic Advising Process

- Development of suitable educational plans
- Clarification of career and life goals
- Selection of appropriate courses and other educational experiences
- Interpretation of institutional requirements
- Enhancement of student awareness about educational resources available
(e.g., internship, study abroad, honors and learning assistance programs)
- Evaluation of student progress toward established goals
- Development of decision-making skills
- Reinforcement of self-direction
- Referral to and use of institutional and community support services
- On-going evaluation of advising services