

College of Arts & Sciences Advisement Center

Academic advising is one of the most important services you will receive at Clayton State University (CSU). The relationship you build with your **Academic Advisor is essential in helping you navigate the university's** academic system and requirements.

Advisor Responsibilities

Your Academic Advisor is your primary resource regarding your educational experience.

- To provide information on University policies, regulations, programs and procedures.
- Be available to students during regular office hours to answer questions via appointments, drop in, phone or CSU email.
- Offer advice on selecting courses and to assist you in developing an academic plan that satisfies your degree requirements.
- To be a responsive listener and refer you to appropriate campus services when needed.
- To discuss your academic performance and the implications of your performance on your academic progress.



Effective advisement requires a partnership between the Advisor and the Student.

Student Responsibilities

Though you as a student are ultimately responsible for the choices you make in college, we recognize that in order to make informed decisions, students need the advice of Academic Advisors and others.

- Be familiar with the requirements for your major and select courses according to those program requirements and your educational goals. Refer to <http://a-s.clayton.edu/a-sprogs.htm>.
- Determine your OUTSIDE COMMITMENTS and how these will affect your course scheduling.
- **ASK QUESTIONS! If you don't understand a policy or procedure, ask questions until you understand.**
- Observe ACADEMIC DEADLINES. Know when to be advised, register, schedule adjustments, midterm/withdrawal and other deadlines. Refer to <http://adminsivices.clayton.edu/calendar/>.
- Understand academic performance standards, academic probation, suspension, and be knowledgeable about policies, procedures and requirements.
- Update your personal contact information in the DUCK and READ YOUR CSU EMAIL.
- Keep copies of your CORE CURRICULUM GUIDE and other advisement paperwork for records and reference.