Coastal Carolina University
College of Science
Statement of Responsibilities for Advisers and Advisees

Each student in the College of Science is assigned a first-year academic adviser to assist in the transition from high school to college. The college advising process anticipates that the student is the driver of his/her own educational plan with the assistance and guidance of his/her academic adviser.

Adviser Responsibilities:

1. Assistance in finding academic information, including information on majors, core curriculum requirements, academic policies/procedures and deadlines for important occurrences throughout the academic year.
2. Assistance in understanding the purposes of academic requirements and their relationship to a science education and career plans.
3. Assistance in helping you learn how to make academic decisions, how to discover the range of options available to you and how to think through the consequences of choice.
4. A meeting each semester (prior to course registration) to help with course selection and academic planning for the next term.
5. Availability during posted office hours and opportunities for individual appointments.
6. Referrals to appropriate individuals and or offices if the adviser cannot provide the necessary assistance.

Advisee/Student Responsibilities:

1. Accept responsibility for making your own decisions. (Your adviser will provide advice, not make decisions on your behalf.)
2. Come prepared for appointments. During the advising period prior to course registration, come with:
   ✓ A list of courses you are interested in taking for the following semester
   ✓ Alternative course choices
   ✓ Questions
3. YOU must initiate an appointment with your academic adviser via your WebAdvisor account. Here are the instructions on how to schedule an appointment with your academic adviser:
   ➢ In WebAdvisor, click on Schedule Advising Appointment under the Academic Planning header.
   ➢ In the drop-down box, select College of Science.
   ➢ Click on display advisers.
   ➢ Select your adviser’s name from the list.
   ➢ Select a day and time that works best for your schedule.
4. Come to appointments on time and cancel appointments appropriately (via WebAdvisor) if you cannot attend.
5. Make an appointment to discuss midterm grades or other issues you may be facing in the classroom.
6. Discuss important decisions or questions about your education (e.g., choice of major, change of major, change of school, etc.) as soon as possible.
7. Follow through with referrals made by your adviser (e.g., a visit to the Office of Career Services, Tutoring, Math Outreach, Learning Resource Center, etc.) and be willing to discuss suggestions made by your adviser.
8. Know the other pertinent information available to you via WebAdvisor (e.g., registration date, holds on your account, financial aid status, student accounts balance, etc.).

Understand that your adviser is advising a number of students for whom different requirements apply. Therefore, you are ultimately responsible for knowing the academic regulations and requirements that apply to you. Refer to the Undergraduate Catalog for this information, and use your Program Evaluation to monitor your progress toward completion of your degree at Coastal Carolina University.