Advisor/Advisee Responsibilities

In order to promote a supportive advising partnership, it is helpful to understand what you can expect when you meet with an academic advisor.

**Advisors are here to:**
- Listen carefully to your questions and concerns
- Provide a safe and inclusive space
- Guide your exploration of curriculum, graduation requirements, UC Davis policies and procedures, etc. to help you make timely degree progress
- Encourage, guide, and support you in developing goals and educational plans
- Provide accurate and timely information
- Connect you to university resources and services
- Be accessible during advising hours by telephone, email, or the advising messaging system
- Maintain confidentiality in compliance with the Family Educational Rights & Privacy Act (FERPA)

Students are coming from all different types of backgrounds and educational experiences. Here at UC Davis, you are encouraged to pursue your academic, professional, and personal goals.

**Your role is to:**
- Take ownership of your education by attending class, regular advising appointments, instructor office hours; familiarize yourself with your degree requirements and plan your courses accordingly.
- Regularly utilize online academic tools, such as OASIS, My Degree, Canvas, Schedule Builder, Campus Email, and the MyUCDavis Message Center.
- Prepare for advising meetings ahead of time by familiarizing yourself with academic requirements, drafting a first year academic plan, formulating questions, and answering any preparatory questions prior to your appointment
- Ask for help when you need it. Show initiative by making use of campus resources (e.g. Student Academic Success Center; Student Health & Counseling Services; Residence Hall Advising Team; Student Disability Center)
- Explore, reflect on, and identify your academic, professional, and personal goals

For more information or to meet with an academic advisor:

College of Agricultural & Environmental Sciences: [http://www.caes.ucdavis.edu/students/advising](http://www.caes.ucdavis.edu/students/advising)
College of Biological Sciences: [https://basc.ucdavis.edu/advising/index.html](https://basc.ucdavis.edu/advising/index.html)
College of Engineering: [https://engineering.ucdavis.edu/undergraduate/advising/](https://engineering.ucdavis.edu/undergraduate/advising/)
College of Letters and Science: [https://ls.ucdavis.edu/advising](https://ls.ucdavis.edu/advising)