

ADVISING AGREEMENT (Draft)
Clarion University, Venango

Both advisors and advisees share responsibility for creating and maintaining a successful advising relationship. It is important that both students and advisors understand what each can and should expect of the other. This agreement will help to ensure that the advising process proceeds successfully.

Your advisor expects you to:

- Schedule regular appointments and/or contacts during each semester
- Come to appointments prepared with questions and/or topics to discuss
- Be open to exploring opportunities that will help clarify interests, strengths and abilities.
- Research college programs, policies, procedures, and opportunities as appropriate
- Keep a record of your academic progress and goals
- Inform the advisor of any academic difficulties, or program or career changes.
- Seek help before a situation becomes a crisis.
- Accept responsibility for your decisions and actions
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)

You can expect your Advisor to:

- Understand CU degree requirements and effectively communicate them
- Provide a safe space in which to share your thoughts, aspirations, concerns and interests
- Provide resources and referrals
- Listen carefully to your questions, concerns, and confusions
- Maintain confidentiality
- Encourage and support you as you gain the skills and knowledge necessary for success
- Assist you in making course and major decision

Please read and initial the statements below:

___ I understand that I am responsible for checking my **Clarion Eagle mail account** on a regular basis.

___ I understand that I am responsible for reading the e-mails sent to me over Clarion and Venango Listservs to insure I am not missing important information related to University updates and reminders.

I have carefully read this agreement and agree to the statements above.

Student Name: _____

ID: _____

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____