



Advisor/Student Responsibilities - Academic advising is a two-way street.

Advisor Responsibilities	Student Responsibilities
<i>Advisors will:</i>	<i>Students will:</i>
Understand and clearly communicate degree requirements at NMSU	Become knowledgeable about General Education and major requirements in your area of interest
Convey University policies and procedures	Adhere to University policies and procedures, and ask questions about them if necessary
Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)	Keep open lines of communication
Be available to you through scheduled appointments, walk-in hours, group advising sessions, and emails and phone calls during regular business hours	Understand that advisors have a variety of responsibilities that impact their availability, keep scheduled appointments, and cancel with at least 24 hours' notice if necessary
Work with you to identify your strengths and interests to help you develop realistic educational goals	Be honest and open with advisors about your strengths, interests, and goals
Provide you with information on learning opportunities outside the classroom	Be open to opportunities for learning outside of the classroom or the advisement office
Make appropriate referrals as necessary	Follow up with recommended referrals
Discuss your academic performance and its impact on your future goals	Accept responsibility for your academic performance and accept the challenge that college courses provide
Listen to and respect you as an individual with unique needs, abilities, and interests	Listen to and respect the Advisor as a professional who has your best interest in mind
Assist you in making a smooth transition to New Mexico State University	Ask questions and request assistance at the first sign of difficulty or concern
Provide you with accurate information and follow up with you if any questions were left unanswered	Come prepared to meetings with questions and some initial research done about your areas of inquiry

It is ultimately your responsibility to understand and comply with degree requirements as stated in the Undergraduate Catalog. The university and college have provided you with a wealth of advising tools, such as:

- your @nmsu.edu email address and myNMSU portal: <http://my.nmsu.edu>
- faculty advisors and major department heads: <http://business.nmsu.edu/directory>
- the College of Business Advising Center: <http://business.nmsu.edu/student-services>
- courses, degree plans and sample schedules for undergraduate business majors and minors: <http://business.nmsu.edu/courses>
- the Undergraduate Catalog: <http://catalog.nmsu.edu>
- the Schedule of Classes and related information: <http://www.nmsu.edu/course>
- the STAR degree audit: <http://degreeaudit.nmsu.edu>
- degree program handouts and additional resources that are available in the Advising Center (Guthrie Hall, suite 109), major departments and on the college website: <http://business.nmsu.edu>