

### The Student has the responsibility to:

- Take COLL 101 and complete the Tentative Education Plan assignment within the first 30 credits at Cascadia Community College.
- Consult with his/her advisor on a regular basis, especially prior to registration, when in academic difficulty, prior to changing degree program, or withdrawing from Cascadia.
- Schedule and keep appointments with his/her advisor and notify advisor prior to scheduled appointment if student must reschedule.
- Seek assistance with and take responsibility for their educational decisions.
- Be familiar with CCC Policies and Procedures, degree program and program sheets as well as the CCC Online Catalog.
- Maintain copies of his/her program of study, Tentative Education Plan, degree worksheets and graduation requirements.
- Be familiar with and utilize information available on student online services (registration status, holds, academic transcript, and grades).
- Update his/her contact information (address and phone numbers) in a timely manner using student online services.
- Activate and regularly check his/her campus email account.
- Know and observe academic deadlines as posted on the CCC online calendar.
- Follow through with appropriate action after the advising session and to verify all online transactions especially as related to adding or dropping classes.
- Seek reassignment to a new advisor if differences between advisor and student should develop.

### The Advisor has the responsibility to:

- Maintain adequate office hours and appointment times for advisement.
- Keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
- Gain the necessary training to effectively advise, guide and refer students to CCC resources applicable to the student's program of study.
- Use Cascadia resources including online Catalog, college websites, degree/program requirements and transfer guides to advise and refer students.
- Maintain a complete and accurate advisement record for each student in order to monitor progress towards goals and graduation requirements.
- Regularly check and respond to student emails in a timely manner.
- Refer students to the academic deadlines as posted on the CCC online calendar.
- Assist in the advisor reassignment process when applicable.
- Understand and comply with the mandates of the Family Education Rights and Privacy Act of 1974 as Amended (FERPA).