Student Responsibilities:

- **Accept responsibility** for academic performance and decisions.
- **Clarify** personal values and goals.
- **Participate** proactively in the decision-making process.
- **Communicate** with assigned advisor on a regular basis.
- **Prepare** a list of questions and concerns before each advising meeting.
- **Follow through** on suggested actions, resources, or referrals.
- **Maintain** a personal record of academic progress.
- **Understand** college programs, policies and procedures and deadlines.

Advisor Responsibilities:

- **Provide guidance**, encouragement, and referrals to resources to empower students to meet their own goals.
- **Listen** carefully.
- **Maintain** confidentiality.
- **Provide** strategies and options.
- **Monitor** students’ progress.
- **Discuss** the relationship between academic preparation and the work world.
- **Be accessible** by appointment, as needed.

Advising Resources:

- Catalog
- Student Handbook
- Advising Folder
- OTC Website

Advising Objectives – Successful students will demonstrate the following:

- Understanding of required courses and sequencing
- Understanding of placement in English, reading and math
- Ability to create education plan and Register for classes through OTC Central