

STUDENT RESPONSIBILITIES

Source: NACADA Advising Materials

Although your faculty advisor plays an important role in providing you with accurate information and appropriate advice to help you realize your educational goals, the primary responsibility for knowing and meeting general and major requirements for graduation at the University of Miami rests with you. Your basic responsibilities as a student include:

- Assuming responsibility for knowing the rules, regulations and policies of the University. Knowing the basic requirements of the Arts & Sciences core as well as the requirements for your intended or declared major. Maintaining up-to-date information on academic requirements as outlined in the Undergraduate Bulletin, and the Arts & Sciences General Advising Sheets.
- Scheduling advising appointments well ahead of registration and other peak advising times.
- Keeping all scheduled appointments, particularly the meetings with your academic advisor.
- Coming to advising appointments prepared with questions, choices, plans for courses, etc.
- Maintaining personal records of your progress in meeting the requirements of Arts & Sciences, your grades, and other academic information.
- Seeing that the necessary signatures are obtained for the various forms you will need to process, and meeting all academic and financial deadlines.
- Communicating promptly with your academic advisor or the Center for Freshman Advising, Ashe 112, when a response is requested.
- Accepting responsibility for making final decisions for yourself on academic matters, given relevant information.
- Furnishing a current local and permanent address and phone number by completing a Biographical Data Sheet at registration, and immediately informing the Office of Enrollment Services of any change.
- Participation in out-of-class activities (cultural events, clubs, honor societies, student organizations, etc.) relevant to your interests.
- Seeking assistance through the many University support services: academic support, financial support, counseling support, or health-physical fitness support.
- Giving thoughtful consideration to your personal goals so that academic and professional goals can be coordinated with them.