

**CONCORDIA UNIVERSITY
OFFICE OF ACADEMIC ADVISING**

STUDENT RESPONSIBILITIES:

1. To share information with advisors that has a bearing on academic careers; including interests, goals, education and career plans. Understand that your academic advisor is one of your primary resources and connections to Concordia University and that you have a responsibility to consult with your advisor when needed.
2. To contact the Office of Academic Advising at **708-209-3256** if you do not know your assigned academic advisor.
3. To be an active participant in the advising sessions. Make advisor aware of any special needs or problems you are encountering. Your advisor is there to guide you through any problems that may hinder your academic success and continued enrollment.
4. To prepare in advance for academic advising meetings. For registration meetings, map out courses you want and need to take for your degree and present this to your advisor.
5. To check your Concordia e-mail account **frequently** throughout the academic school year.
6. To be familiar with university deadlines; which can be found in the College Catalog.
www.cuchicago.edu/academics
7. To know academic policies, procedures, and regulations such as drop/add, retakes, academic probation/dismissal, financial aid, etc. This information can be found in the College Catalog and/or the Student Handbook.
8. To take the initiative to learn about and make use of the University resources that are available, such as math lab, writing center, tutoring and learning skills assistance.
9. To ensure that you are meeting all of your graduation requirements by tracking your progress toward fulfilling College or School, Core, and major/minor requirements and keeping abreast of all College, School, and University academic policy changes as they pertain to your own academic career.
10. **To ask questions!** If you don't understand a policy, a procedure and/or a requirement, ask questions until you do understand.
11. To inform your advisor or the Dean of Students Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education.