

## STUDENT ADVISOR CHECKLIST OF DUTIES

1	Contact Information. ( e-mall / office phone / office number / ....)
2	Provide students with their study plans and other program requirements and make sure that the study plan is fully understood them.(GPA – Cumulative – Current)
3	Provide students with the student Manual containing college regulations and policies.
4	Assist students in implementing their study plans including choosing courses, providing possible consequences of academic decisions (e.g., adding, dropping and withdrawing from courses).
5	Assist students in the monitoring and evaluation of the educational progress using the Banner system.
6	Consult with the department head to authorize course withdrawals, adds and drops as required.( Timetable – Academic Calendar).
7	Manage sensitive situations and help resolve student complaints at an early stage to prevent escalation.
8	Confront and respond to student problems such as policy violations in a professional and caring manner.