

The City College Division of Interdisciplinary Studies/CWE Academic Advising Agreement of Understanding

This agreement summarizes the academic advising process and the mutual partnership between advisor and student. It outlines the roles and responsibilities of both parties. Please read and sign.

Advisor agrees to:

- Provide guidance, information, and assistance to the student when needed
- Facilitate the development of a coherent plan to help the student successfully complete an undergraduate degree and pursue relevant personal/professional goals
- Serve as a liaison between the student, CWE, and the uptown CCNY campus: explaining College policies and rules; referring the student to relevant offices and resources for assistance in achieving goals and resolving issues
- Assist the student in understanding the nature, purpose, and value of either a BA in Interdisciplinary Arts and Sciences or a BS in Early Childhood Education
- Support the student in becoming a well-informed and self-determined decision-maker
- Respect the student's confidentiality
- Communicate with the student in a professional and respectful manner

Student agrees to:

- Prepare for pre-enrollment and other advising appointments by taking and keeping notes, reviewing advising worksheets and student transcripts, reading the Schedule of Classes and course descriptions, and bringing issues to the attention of their advisor
- Keep their advisor informed of situations that interfere with course completion and academic progress (e.g. family emergencies, health issues, employment issues, housing issues)
- Provide information requested by their advisor such as course descriptions, official transcripts, etc.
- Be honest in all communication with their advisor
- Contact the CWE Virtual Front Desk to schedule appointment(s) with their advisor
- Contact their advisor if unable to attend a scheduled meeting
- Communicate with their advisor in a professional and respectful manner