

MSU-Billings – College of Business

Student & Faculty Advising Responsibilities and Expectations

In the College of Business, we take advising seriously and want to provide you with the best experience possible. This document is intended to clarify responsibilities for advisees and advisors. Your faculty advisor will assist you with course selection and preparation for graduation. However, please realize that the responsibility for your progress toward graduation rests with you. **Please be familiar with the course requirements for your option and prepare a preliminary course schedule with proposed courses and times before you meet with your faculty advisor** to schedule courses for each semester. To help you select your courses and times, you may refer to the course schedule online at www.msubillings.edu (click on “Schedule of Classes” under the Academics heading). Below is a list of responsibilities for you and your faculty advisor.

Student Responsibilities

- Initiate and keep scheduled appointments with your faculty advisor and initiate discussion on topics of interest to you, e.g., scholarships, internships, career information, etc.
- Possess and maintain an updated Plan of Study for your specific major(s) and bring to meetings with your faculty advisor.
- **Prepare a preliminary course schedule for the upcoming semester *before* meeting with your advisor.**
- Develop a preliminary written list of possible courses for future semesters for your faculty advisor to review.
- If you decide you want a second major or a minor, communicate with the Advising Center as *DegreeWorks* requires updating to reflect this information.
- Prepare appropriate documents as necessary. (Plan of Study for Financial Aid (if required), Application for Graduation, (Note that Applications for Graduation are due one semester prior to anticipated graduation.), etc.
- If you transferred to MSU-B, it is your responsibility to have all previous coursework evaluated by the Advising Center.
- International Studies is available and will assist international students wishing to take an Internship class.

Faculty Advisor Responsibilities

- Demonstrate schedule flexibility to allow time to meet with advisees.
- Provide advisees with PINs (if necessary).
- Provide a copy of the COB Advising Help Guide and this Advising Responsibilities and Expectations document to advisees.
- Clarify course and degree requirements and suggest, where possible, the substitution of live or online courses to help advisees maintain adequate progress toward degree completion.
- Explain why prerequisites are necessary.
- Review and sign paperwork in regard to student financial aid funding, and other forms as necessary.
- Explain to advisees interested in a second major or a minor to contact the Advising Center of this decision so *DegreeWorks* indicates this information.
- Explain, and perhaps offer class options, for restricted electives. International Studies can assist international students interested in the Internship class.
- Discuss career fields that are possible places of employment for a given major. (*Note that the faculty advisor is not responsible for securing employment for advisees.*)
- Discuss professional organizations, exams, certifications, etc., as appropriate for the advisee’s field.
- Review and sign the Application for Graduation. Make 2 copies of the Application for Graduation (1 for student and 1 for the student’s file) and print a copy of *DegreeWorks* to attach to the original application, so advisees will have what is needed to submit to the Registrar’s Office and have a copy to keep. Advisor will be sure the advisee’s file also has a copy of these items.