

Avoid Legal Issues Involved with Advising

The following list of tips will help the advisor avoid complaints and/or legal difficulties:

- Always follow FERPA (see next section).
- Keep accurate notes for each advising session.
- Only advise those areas for which you are qualified.
- Stay abreast of any policy, procedural, or curricular change.
- Use the STARS Guide, program of study sheet, and/or Career Pathways Guide, as indicated.
- Be accessible to students.
- Refrain from negative or demeaning verbal or non-verbal statements.
- If you do not know the answer to a question, do not guess. Find the answer.