

Academic Coach's Responsibilities	Student's Responsibilities
Communicate the college's curriculum, requirements, academic policies, and procedures.	Become knowledgeable about college programs, policies, and procedures. Know where to find specific information.
Encourage and coach students to define and develop educational goals	Clarify personal values and goals during SSP appointments.
Assist students with planning programs consistent with their abilities and interests	Participate proactively in the decision-making process.
Listen carefully to questions, concerns, and potential misunderstandings.	Prepare a list of questions or concerns before each advising visit.
Respond in a timely manner to students' communications.	Immediately contact the academic coach with time-sensitive questions by phone, email or in person. Notify the academic coach of any problems or schedule changes.
Match students' needs with available resources and provide referrals through an action plan.	Follow through on suggested actions, resources, or referrals.
Monitor students' progress and provide timely feedback and guidance.	Keep a personal record of academic progress throughout the quarter and access your grades every quarter on Web Advisor.
Acquire answers to students' questions by contacting appropriate offices, persons, or resources to provide accurate information.	Accept responsibility for academic decisions and performance.
Share information about financial aid, tutoring, and student activities.	Completed the LASSI and attend New Student Orientation.