



Dr. Pacer
Office: Penland 108
Hours: 8:30-5:00 Mon-Fri
or by appointment
Phone: 641-3297
Email: imapacer@usca.edu

ADVISOR RESPONSIBILITIES – HELPING YOU FIND YOUR WAY

Advisors are responsible for:

1. Creating a safe, positive environment in which advisees are free to explore ideas and interests regarding personal, academic, and career goals
2. Understanding and explaining institutional policies and procedures, degree requirements, academic programs, and student services
3. Providing accurate, relevant information to advisees as it becomes available
4. Assisting advisees in exploring areas of study and corresponding career options in order to help them choose appropriate majors, minors, and concentrations
5. Actively listening to advisee questions and concerns and taking steps to provide information and support as needed
6. Referring advisees to campus services, organizations, and faculty and staff members as needed to facilitate academic performance and enhance the college experience
7. Assisting advisees in establishing goals and helping them track their progress towards those goals

ADVISEE RESPONSIBILITIES – HELP ME HELP YOU

Students are responsible for:

1. Making decisions about their education and accepting responsibility for those decisions
2. Being active learners by participating fully in the advising experience; this includes scheduling and keeping appointments, being prepared for appointments, consulting with advisors regarding changes in approved schedule, discussing academic difficulties with advisors, and reading all USCA communications
3. Utilizing all of the available campus resources to make informed decisions and to facilitate academic achievement; this includes using tools like the website and bulletin, getting help in labs or from tutors, visiting offices such as the Academic Success Center or Career Services
4. Clarifying personal values and setting educational goals, both short and long-term

MY RULES:

- Check your USC Aiken email account on a regular basis. This is the ONLY account I will use to communicate with you electronically.
- Appointments are scheduled by calling my office (“Add Office Number”), stopping by (“Office Hours Here”), Monday through Friday, or emailing me.
- You are more than welcome to “walk-in” to meet with me. However, I may not be available to see you and an appointment may have to be scheduled.
- If you know that you will be unable to attend an appointment, please call or email me as soon as possible to cancel or reschedule the appointment. Do not “no show” for your appointment.
- It is inappropriate to use your cell phone in the office. Please turn off your phone before you come to your advising appointment.
- When you email faculty or staff members (including me!), be professional. Be sure to clearly explain any questions or requests. Also, please be sure to sign your name.