

# Juilliard

## Office of Student Affairs

Room 100 | Extension 200  
osa@juilliard.edu

### **Advisor Guidelines**

Student organization advisors must be full-time staff or faculty members of Juilliard.

The Office of Student Affairs recommends advisors to meet regularly with the student organization or organization officers to discuss the operations of the organization.

Advisors must be aware of student organization guidelines and Juilliard policies and should enforce these policies whenever possible within the organization.

Advisors should encourage responsible behavior, leadership development, and collegiality within the organization.

The Office of Student Affairs should be made aware of any problems, conflicts, or funding misuse, if an advisor is aware of them.

Events and programs implemented by a student organization should receive the approval of the advisor and/or the Office of Student Affairs, considering its appropriateness to The Juilliard School and the organization.

Advisors are encouraged, but not required, to attend organization functions and meetings.

It is expected that any inappropriate behavior relating to the organization (on or off campus) will be communicated to the Office of Student Affairs so that the behavior can be addressed appropriately, if the advisor is aware of such behavior.

In order to properly advise a student organization, advisors should be accessible to the organization leadership via email, phone, or written communication. The organization should communicate with their advisor(s) to update them on the organization's status, programs and events, and questions and concerns.

The Office of Student Affairs is available to provide support and resources to any student organization and advisor. Please feel free to contact our office if you have any questions.

The advisor should acknowledge they have read and agree to the guidelines by sending e-mail confirmation to [vkania@juilliard.edu](mailto:vkania@juilliard.edu). This document does not serve as a contract.

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