Academic Advising Procedures

1. Students should contact their Advisors via email to schedule an appointment making sure to send their schedule, so the Advisors can match their schedule with the student’s.
   One of the most frequent reasons for students to make an advising appointment is to plan their schedule of classes for the next term.

2. Students should fill out the Advising Form listing first and alternate choices for each course. Students will bring this completed form to their Advising appointment for their Advisor’s review. Once the course selections have been approved, the student as well as the advisor must sign and date the form. In addition to bringing a completed Advising Form to the Advising appointment, students should also bring a copy of their Academic Transcript as well as their Degree Evaluation which they can access through Lesesne Gateway, Student Tab.

3. Recommended course level: Generally speaking, freshmen should take 100 - level courses, sophomores 200 - level, juniors 300 - level, and seniors 400 - level. It is not recommended that freshman students take 300 - 400 level courses.

4. Course prerequisites: Students must take all prerequisites before taking coursework that requires them. Students should take courses in anticipation of meeting prerequisite needs for future semesters.

5. Drop/Add process: Students should be aware of deadlines for making schedule changes and the possible consequences of dropping classes (students should check with Financial Aid before dropping classes to avoid the loss of Financial Aid).

6. Timing registration: Students should register as early as possible. Early registration increases the chances that students will be able to register for the courses they want at the time they prefer.

7. Program requirements: Students must understand whether the courses they have selected do or do not meet degree requirements. Students and advisors should review progress toward graduation when courses are selected for each registration period.

8. Alternate Schedule: Students should have alternative courses and course times. Students need to have options in case some courses are closed.