

# Advising Services

*Barbara Benedict (left) and Darlene Hall review General Education revisions for inclusion in the Academic Planning Guide.*



The Office of Advising Services provides a variety of services designed to help you achieve your educational goals and effectively use the resources of the university.

Our office staff assist you in undergraduate academic advising, undeclared major advising, academic petitions procedures, change of major services, general academic problem solving, and appropriate referrals. You may also come to our office when seeking answers regarding university policies and procedures.

**Major Advising.** Advising in specific requirements for a major, minor, or teaching credential is done by the various departments. You should meet with your faculty adviser at least once each semester before you register for classes.

Depending on your major department's procedures, an adviser will be assigned to you or selected by you. A close working relationship with your major adviser and other department faculty can help you determine your program and choose appropriate experiences related to your academic and career goals. However, the ultimate responsibility for knowing and meeting all graduation requirements is yours. Therefore, you would be wise to check each semester's grade report and your evaluation for correctness. (See *Baccalaureate Degree Requirements*.)

## **Undeclared Major Advising.**

Undeclared majors are advised in our office. Our advisers can suggest faculty contacts in the academic departments who will help you determine which resources on campus to pursue. Also, experienced vocational counselors are available in the Career Development and Employment Services Office where you will be assisted on an individual basis with the appropriate use of vocational testing when necessary.

Freshmen and undeclared majors are encouraged to enroll in the following course:

## **Univ 1. Introduction to the University (1-3)**

Helps the entering student make a smooth transition into the university culture and deals with the purposes of higher education and with strategies for achieving one's educational goals.

**Special Major Advising.** An undergraduate student interested in designing a special major initiates the process with an appointment to obtain an application form in our office. A graduate student interested in establishing a special major at

the master's level should consult the graduate dean. (See *Special Major for the Bachelor of Arts Degree* and *Special Graduate Programs — Special Major*.)

**Academic Petitions.** Students must file academic petitions in our office. For further information, see *Student Academic Petitions*. Grade Correction Request forms are also submitted to our office for processing. Petition forms for repeating a class and substituting the new grade are obtained in the Joyal North Lobby. (See *Repeating Courses*.)

**Change of Major.** To change your major, initiate the procedure in the Admissions Office, Joyal Administration, Room 106. Graduate (including all postbaccalaureate students) and international students **should** process major changes in their respective offices.

**Exit Interview.** If you are considering leaving the university at the end of the semester for any reason other than graduation, check with our office to make sure of your options and to complete the necessary administrative procedures. ■