Overview of Advising

Your responsibilities:
- Learn what is required for graduation/certification
- Understand the tools/resources at your disposal and use them effectively
- Store your tools (worksheets, handouts, etc) where you can easily find them
- Update your tools (worksheets, planners, etc.) when necessary
- Ask questions when needed
- Register yourself in a timely manner
- Meet relevant deadlines for paperwork, payment, etc.
- Update personal information on MYTECH
- Monitor email from department and campus sources. Stay informed!
- Take advantage of relevant campus resources

The key is self-reliance!

My responsibilities to you:
- Teach you what is required for your chosen degree program within English or Philosophy
- Fill in degree plans for English and Philosophy majors and minors
- Maintain records of your progress and inform the Arts & Sciences advisors of any changes in your degree plan
- Answer your questions or refer you to someone who can

I do not register you for classes (in most cases)
I do not tell you what to take when
I do not check to make sure you are meeting deadlines
I do not update your personal information

Some of the more important tools:
- Planner/calendar of important dates and deadlines
- Course or class syllabus/syllabi
- Undergraduate catalog
- Raiderlink Portal and MYTECH
- Worksheet(s)
- Most recent copy of Arts & Sciences General Degree Requirements (Gen Ed sheet)
- Overall or “four-year” plan
- Arts & Sciences degree audit
Tool: Undergraduate catalog

Arranged from most general to most specific

⇒ University-wide information
  • Course credit by exam or other means
  • Core Curriculum. **Not for A&S!**
  • Graduate-on-Time info for 1st time freshmen
  • Academic Regulations
  • Grade appeal procedures
  • Pass/fail options
  • Probation and suspension policies
  • Lots of programs to support students and their academic performance

⇒ College specific information
  • Arranged alphabetically by college
  • Arts & Sciences General Degree Requirements. Contrast with Core Curriculum
  • Interdisciplinary Programs
  • Descriptions of departmental programs

⇒ Department level information
  • Degrees offered
  • Major and minor requirements
  • Course descriptions