

ADVISING GUIDELINES AND RESPONSIBILITIES
DEPARTMENT OF POLITICAL SCIENCE

The departmental advising function can play an important role in a student's academic success. Accordingly, in order to maximize the effectiveness of the advising process, the following advisee responsibilities are outlined below:

1. As a pre-political science major in the first semester of your sophomore year, you should complete the process of moving your student file from the Academic Advising Center to the Department of Political Science. If your GPA is 2.1 or above, and you have completed a minimum of 28 hours, you should go to the Undergraduate Academic Services Center (turn right after you enter front door) and have your file transferred. They will have you take your file to Room 221 Armstrong Hall, where a copy will be made and then have you bring your file to Room 316 Woodburn Hall. You will then be assigned a faculty advisor.
2. During the pre-registration period, your faculty advisor will have a pre-registration signup sheet posted outside his/her office. It is your responsibility to sign up for an appointment and meet your advisor at the scheduled time. If circumstances prevent you from doing so, notify your faculty advisor prior to your scheduled appointment and arrange for another appointment.
3. Before meeting with your faculty advisor to pre-register, you are expected to have already given serious thought to the courses you would like to take the next semester. This includes drafting tentative class schedule.
4. Immediately prior to your scheduled appointment, sign out your student file with the department secretary (Room 316 Woodburn Hall) and bring it to your advisor.
5. At the first meeting with your faculty advisor, you will be given your own copy of the Advisor Checklist. You are responsible for keeping it up to date and bringing it with you to each pre-registration appointment.
6. After making out your course schedule with your faculty advisor, you should then bring your file back to the Political Science office and give it to Lee Ann Greathouse (Room 3168). She will give you a brief faculty advisor evaluation form to complete, and then give you your student PIN number.
7. No students may pre-register for courses, or add/drop a class, without first having met with their faculty advisors. If special circumstances prevent you from meeting your faculty advisor, then you should see the Director of Undergraduate Studies (Professor Robert DiClerico) in Room 315-C.
8. Should you receive a (D) or (F) at mid-term, you need to schedule an appointment with your faculty advisor as soon as possible to discuss your academic performance.
9. If you intend to double major, you must inform Rose Eavenson (Room 221 Armstrong Hall) of your second intended major. She will provide you with a copy of your transcript and study list which you should then take to the department of your second major. At this time, you should also ask that department to assign you a faculty advisor. Please note that while this advisor will guide you on course selection in your second major, your political science advisor will continue to sign your registration form.

Note also that you are responsible for providing the department of your second major with subsequent copies of your grade reports and study lists. These may be obtained from the political science office (Room 316).

10. If you intend to declare an official minor, you must inform Rose Eavenson in Room 221 Armstrong Hall. She will give you a minor checklist which you should retain for your own file.

11. During the next to last semester, you should see Rose Eavenson (Room 221 Armstrong Hall) to make certain that you will meet all university and college requirements necessary for graduation.

12. If you plan to graduate in December, you must apply to graduate with Rose Eavenson (Room 221 Armstrong Hall) no later than mid-October. If you intend to graduate in May, you must apply with her no later than the end of March.