

# Advising for Spring 2012 (Dr. Gibson)

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☞ Early registration for Spring 2012 is October 31 (Seniors) – November 18.

☞ You can be advised at any time. Make your appointment early. There are three options for advising (see instructions for each below):

1. No advising needed, Need Flag Cleared
2. Online Advising
3. In Person Advising – I strongly encourage all freshmen to take this option.

## Need Flag Cleared

a. Send me an email with the correct subject, similar to the one shown below:

To: dgibson@valdosta.edu  
Subject: Advising-Flag-YourLastName

Dr. Gibson, I do not need advising at this time, please clear my flag.

My student number is: 870xxxxxx (*no dashes in number*)

-Your First and Last Name

b. Your flag will be cleared within 48 hours, generally. You will receive a confirmation email from me.

## Online Advising

a. Send me an email with the correct subject, similar to the one shown below:

To: dgibson@valdosta.edu  
Subject: Advising-Online-YourLastName

*Tell me: (a) any courses you dropped this semester, or thinking of, (b) about how many courses (or hours) you would like to take for Spring.*

My student number is: 870xxxxxx (*no dashes in number*)

-Your First and Last Name

b. I will respond with a list of courses within 48 hours, generally.

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## In-Person Advising

- a. Select a time(s) from below (any date).

Mon, Wed	8:30-11:30, 12:30-1:30, 5-5:30
Tue, Thu	8:30-11:30, 12:30-5:00
Fri	8:30-11:30, 1-3:00

- b. Send me an email with the correct subject, similar to the one shown below:

To: dgibson@valdosta.edu  
Subject: Advising-Appt-YourLastName

Dr. Gibson, I would like to make an appointment on Wednesday, 10/17 at 1pm (or 1:15).

*Tell me: (a) any courses you dropped this semester, or thinking of, (b) about how many courses (or hours) you would like to take for Spring.*

My student number is: 870xxxxxx (no dashes in number)

-Your First and Last Name

- c. Wait for a confirmation email from me.
- d. Show up on time for your appointment. My office is 1128 Nevins Hall (1<sup>st</sup> floor, near NW corner). If you can't make your appointment either email me or call me, 229-333-7151.

## Common Problems & Solutions

1. **Prerequisite Error for Math or CS course** - Sign the "Prereq" notebook in Math/CS office (2072 Nevins) and you will probably be added to the course at some later point.
2. **Math or CS course full** - Sign "Override" notebook in Math/CS office (2072 Nevins). You may be added to the course at some point later. This serves as our *waiting list* and sometimes blocks of students are added and occasionally (rarely), a new section added. If you are one of our majors, we will always be able to get you in CS or Math courses, even when they are full. Don't miss a Math or CS class you have been advised to take! Contact me if you have problems.
3. **Any other course full** - In almost all other departments, if a course is full, you must get the consent of the instructor to be overridden in a class. So, find the instructor (in person may be better) and ask politely if you can be overridden and/or call the department that offers the course.
4. **Prerequisite error for any other course** - Go to department offering the course and/or the instructor.
5. **"Major Restriction" Error** - Business courses can only be taken if you are listed in Banner as a CIS major (or business major). Usually, no override is required for CIS majors taking business courses, *except* FIN 3350 & MKTG 3050 almost always require overrides. Contact me for those courses. CS majors cannot take business courses at all. Change your major if appropriate (go to Math/CS office, 218 Ashley).
6. **Change your Major** - Preferably, contact me and let's talk about it. But, if you have made up your mind, the secretary (Mrs. Inman, 2072 Nevins) can take care of that for you.