



## Art Student Advising & Registration Information

**BFA Art | BA Art | BFA Art Education | BFA Interior Design**  
Valdosta State University - Department of Art & Design

[www.valdosta.edu/art](http://www.valdosta.edu/art)



Form Revised 03/27/2018

### New Student / Summer Orientation:

- Did you register for a Parking Permit?
- Did you enroll in a Meal Plan?
- Did you have a copy of your schedule?
- Reminder** - visit, review and bookmark the Department of Art & Design Website: <http://www.valdosta.edu/art>

Student Advisees can make an appointment to see their advisor at any time, and as many times as needed. Students should meet with their advisor at least once per semester. Academic Advising for registration begins during the mid-term of each semester, typically the first week of March (for Summer & Fall advising/registration) and during the first week of October (for Spring advising/registration). Please schedule an appointment to see your advisor at this time.

**Art Advising & Registration Website:** <http://www.valdosta.edu/colleges/arts/art/advising-and-curriculum-information.php>

### Here are some tips that your advisor recommends:

Student Advisees should:

- Be responsible & proactive in formulating and communicating their academic plan.
- Understand the CORE requirements, major coursework, and specific degree requirements.
- Review/reference the [VSU Undergraduate Catalog](#). The catalog contains answers to many of your questions.
- Plan on a 30 minute advising session, if you are a transfer student, or freshman possibly 45-60 minutes.
- Keep your own "Advising Folder" with Check Sheets, 4/5 Year Plan and any other important materials!
- Bring your folder with all of your records, notes, etc., to your advising appointment.
- Download advising forms from the Art Advising website, and complete them using BANNER & DegreeWorks.
- REVIEW BANNER - Have a tentative plan/outline for your class schedule. Days/Times/Professors etc.
- Please come prepared, check classes on BANNER & prepare a tentative class schedule, have back-up courses!

### Registration Tips for Freshmen -

**BA Art | BFA Art Studio | BFA Art Education (12-15hrs)**

*Art Studio / Art Education*  
*Typical first (Fall) semester:*

- ART 1010 Drawing I
- ART 1020 2-D Design
- ARTH 2121 Art Hist. Survey I
- **or** ARTH 2122 Art Hist. Survey II
- and 3 - 6hrs of CORE

*Art Studio / Art Education*  
*Typical second (Spring) semester:*

- ART 1011 Drawing II
- ART 1030 3-D Design
- ART 2030 Computers in Art
- ARTH 2121 Art Hist. Survey I
- **or** ARTH 2122 Art Hist. Survey II
- and 3 - 6hrs of CORE

**| BFA Interior Design (12-15hrs)**

*Interior Design*  
*Typical first (Fall) semester:*

- ART 1010 Drawing I
- ART 1020 2-D Design
- ART 1030 3-D Design
- 6hrs of CORE

*Interior Design*  
*Typical second (Spring) semester:*

- ART 1011 Drawing II
- ART 2030 Computers in Art
- ARID 1120 Fund. Concepts of ID
- 6hrs of CORE

### BFA Interior Design:

ARID 1120 Fundamental Concepts of Interior Design; can only **take in spring semester.**

### Registration Tips for Sophomores, Juniors & Seniors:

ART 4170 Professional Preparation should be taken between 80-90hrs, OR 1-2 semesters BEFORE ART 4171 Senior Exhibition, which is taken your final graduating semester.

The ART 4170 class is a prerequisite for ART 4171/4172 - Senior Exhibition Seminar (ART 4171) & Senior Portfolio Presentation (ART 4172). ART 4171/4172 are co-requisites, taken in your final semester!

**\*\* STUDENTS CANNOT TAKE** - ART 4170 Professional Preparation & ART 4171/4172 at the same time!  
(ART 4171) Senior Exhibition Seminar & (ART 4172) Senior Portfolio Presentation.



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## Academic Advising at Valdosta State University -

### Mission Statement:

At Valdosta State University, advising is a collaborative, mandatory process designed to help students;

- Succeed academically,
- Develop an appropriate educational plan leading to graduation,
- Focus on their life beyond the university, and
- Play a responsible and proactive role in their own education.

Advisors will assist students in decision-making by;

- Providing timely and accurate information,
- Making appropriate referrals to campus resources, and encouraging students to use available technology.

### Academic Advisors Should:

- Help advisees understand the requirements of their programs (both general education and major) and to plan appropriately to meet those requirements.
- Keep track of any changes in degree programs or requirements.
- Meet regularly with advisees to assist with selecting and scheduling appropriate courses to meet program requirements.
- Inform advisees of the standards for satisfactory academic progress and to keep track of advisee performance.
- Help advisees prepare paperwork necessary to meet program requirements, such as course substitutions and waivers.
- Keep careful records of each advising session and of the advice given to advisees.
- Work with advisees to provide correct information for the application for graduation.
- Refer advisees as needed to other offices on campus for assistance with academic, personal, or emotional difficulties.

### Student Advisees Should:

- Know the requirements of the degree program in which they are enrolled, including keeping track of changes each year.
  - Know when to submit required paperwork, including the graduation application, 2 semesters before the anticipated date.
  - Work with an advisor to develop a curriculum plan, which will allow them to stay on track for their planned graduation, recognizing other responsibilities they might have; including family and work obligations.
  - Keep careful records of their own progress toward their desired degree.
  - Maintain regular contact with their advisor, including letting the advisor know of changes since the last advising session.
  - Prepare, in advance, for each session with their advisor and to bring relevant materials to advising sessions.
  - Follow through with questions concerning degree requirements, grades, paperwork, or other matters.
  - Become familiar with resources available to help them.
- Student advisees should understand that your advisor will not make decisions for you during your advising sessions. Your advisor will provide you with the most accurate information available and will work with you to create a realistic plan to aid you in accomplishing your educational and career goals.
- It is especially important for all students to note that it is their individual and personal responsibility to keep themselves apprised of current graduation requirements for their particular degree program. Ultimately, the education choices you make are yours and the responsibility for knowing and fulfilling degree requirements rest with you.

VSU Academic Affairs Advising Website: <http://www.valdosta.edu/academics/academic-affairs/vp-office/advising/welcome.php>

Department of Art & Design Advising Website: <http://www.valdosta.edu/colleges/arts/art/advising-and-curriculum-information.php>

Centralized Advising Website: <http://www.valdosta.edu/administration/emc/centralized-advising/>



## Advising Appointment – Check List (first appointment / all meetings)

Prior to all advising appointments: Review the **student's academic history on BANNER and DegreeWorks.**  
(Transfer credits, changes of major, completed hours, GPA, course substitutions, CPC requirements, holds, etc.)

- Send an email to your list of advisees reminding them to schedule an appointment to be advised.
- Introduce yourself and explain the role of the academic advisor.  
**Refer to the “Art Student Advising & Registration Information” form.**  
Inform them of your office hours, contact information, and provide a business card.
- Ask what career goals, academic and personal interests they have. Explain the various degree programs with an emphasis on the most appropriate one for their career goals.
- Refer the student to the Department of Art & Design website, and briefly show them where to find key information such as faculty contact, advising/registration forms, scholarship opportunities, etc. Also, emphasize the importance of the undergraduate catalog (print or online); many answers can be found here.
- Explain the various curriculum check sheets and how they are used. Emphasize the importance of taking the courses in sequence, and enrolling in major coursework as soon as they declare their major. Explain prerequisites, major restrictions, and GPA requirements (ID 2.5, ARED 2.75).
- Explain the Core Curriculum. Ideally, art majors take major courses and CORE classes in their first semester.  
**“Getting your CORE out of the way,” can delay graduation, and backlog their art schedule with too many studio courses too late in their degree program.**
- Drop/Withdraw: Remind them to consult with you before they drop or withdraw from any course. Explain the difference between a drop/withdrawal. Students are only allowed 5 withdrawals. Explain the consequences of dropping/withdrawing from courses. (a) That they will count against the HOPE grant hours. (b) May delay graduation. (c) Will cause scheduling problems if the courses dropped are prerequisites for other required courses. *Withdrawal deadline is typically the week prior to midterm.*
- Explain the Academic Warning, Probation, and **Suspension Policy and “chain of command”** for solving academic problems. Instructor, then Advisor, Department Head, Dean of the College in question, VPAA.
- Explain credit hours, lecture and studio hours, and full-time academic load (12hrs=full-time, 15 is preferred).
- Explain the Graduation Application Process and timeline (Complete and submit at the completion of 90 hours)
- Students should sign up early for advising appointments and keep the appointment. Each student advisee should review courses on BANNER and have a proposed schedule (based on check sheet) ready at the appointment.
- Review courses/schedule with the advisee and check for prerequisites/issues. Remind them of the problems with taking courses that are not a part of their degree program. Complete and sign the Academic Advising Form. Make sure the student has a list of alternate courses. Make a copy of the form for their advising folder.
- Login to BANNER, check for holds, **“lift their flag,” which** makes them eligible to register for courses. Remind them that they will have to pay their tuition/fees by the Financial Aid deadline or the courses will be dropped.
- Notate a record of each advising session in their file including any problems or concerns by you or the student. If a student does not come in for advising note that in the file as well, then notify the Senior Secretary and Graduate Assistant to follow up with the advisee.
- Provide a copy of their check sheet and remind them to keep a file of their records and to bring it with them at all subsequent advising sessions.
- Remind your advisee to stay in touch with you, especially if considering dropping or withdrawing from a course.

