



Department of

# Communication Arts

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Communication | Dance | EMAC | MAIC  
Mass Media | Public Relations | Theatre

## Advising Statement of Responsibilities

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.

Your advisor is committed to making your experience at VSU as positive as possible. Your advisor is committed to:

- Accurate advising to the best of his/her knowledge.
- Stay updated on ongoing changes in curriculum, University and Department policy and procedure.
- Make recommendations that balance career goals with program requirements.
- Make timely recommendations.
- Track your progress and monitor your performance and address issues before they become problems.
- Be available on a regular basis for appointments and drop-in sessions.

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In order to make appropriate progress toward degree completion it is important that you understand some of the implications of what you do.

**Advising is your responsibility** - It is your responsibility to know and to observe the requirements of your curriculum and the rules governing academic work. Although the advisor will attempt to help you make wise decisions, the ultimate responsibility for meeting the requirements for graduation rests with you.

**Filing for graduation** - You will need to file for graduation when you have completed 75 hours. You will be expected to work with your advisor at the advising session in the term you exceed 75 hours on your application. Your advisor will not make you eligible to register until the application is completed and submitted.

**Register for recommended class** - You should register for the courses that you and your advisor agreed to at your meeting. Taking courses other than those agreed upon (self-advising) may delay your graduation. If you have problems registering for class, you should contact your advisor before selecting alternatives.

**Failing, withdrawing, or dropping a course** - Not making appropriate progress in your degree program because you fail, withdraw, or drop a class could delay your graduation up to a year and does not ensure priority registration in the following terms.

**Meeting your advisor** – You are required to meet with your assigned advisor each term before you can register. Faculty members other than your assigned advisor is not authorized to change your eligibility status.

**Payment deadlines** – It is important that you pay tuition, feeds, and fines in a timely manner on the schedule published by the Bursary and/or Registrar. If your schedule is dropped for failure to pay, you are not guaranteed re-admittance to your previous courses. Advisors will make every effort to assist you in creating a new schedule, but a delay of this nature may result in graduation delay.

**Not registering during your assigned window** – You register on a priority system based on the number of credit you have completed. The Department schedules course and seats to meet demand during each registration window. Failure to register on time may result in being unable to take required courses in an appropriate timeline resulting in graduation delays.

**Advising problems** – If you have advising problems, your primary point of contact should be your advisor. It is the advisor, in consultation with the Associate Department Head who can normally address advising concerns or bottlenecks.

**Preparing for an advising appointment** – You should come to all advising appointments prepared. Being prepared means:

- using DegreeWorks to identify your progress toward graduation and what remains to be taken.
- updating your checklist and academic plan.
- identifying courses that you would like to take in the next term.
- If required by your advisor, complete the Pre-Advising Checklist

**Changing your advisor** – You have the right to request a change in advisor as long as you have good reason. You should contact the Associate Department Head to request a change.

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The signature below attests to the fact that the above materials were reviewed by both parties.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date