

## **Advising Paperwork**

### *Departmental Advising Rubrics*

Each department should provide departmental advising rubrics outlining core curriculum requirements as well as courses needed to complete the major. Both the advisor and the student should keep copies of this document and update it after each completed semester.

### *Advising Forms*

Each department should provide advising forms which advisors should use at each advising session to keep a record of courses they advised students to take. This form should be signed by both the advisor and the student; one copy should go to the student and one should be kept in the student's advising file.

### *Course Plan*

Each student should have a "courses to be taken" outline that details a program of study for the student for each semester. The plan should be included in the student's folder and will help guide you and the student over the course of several semesters in determining which courses should be taken each semester. This will assist you in filling out the rubrics during advising and keeping track of what courses the student did or did not take.

### *Course Substitution/Waiver Forms*

If students transfer courses from another institution or were unable to take a particular required course, advisors must fill out appropriate course substitution forms (which must be signed by the advisor, the department head, and the dean before going to the registrar's office. In the case of a core area substitution, the VPAA must also sign). Once these completed forms have been processed by the Registrar's Office, copies will be returned to the student and the advisor (and filed in the student's advising file). These forms are available in departmental offices.

### *Declaring or Changing a Major/Minor Form*

Students are given an opportunity to declare a major at orientation. Changes in major programs should be made on the basis of careful consideration and planning with the advisor well before the registration period. Any change from one major program to another, especially if made late in the student's college career, may necessitate additional courses which were not required in the major program originally selected. Additional semesters in residence may also be necessary. Both the accepting and releasing department must approve a change of major program. Students who change their major or interrupt their college work for more than a year become subject to the requirements of the catalog in effect at the time of the change or re-enrollment to fulfill degree requirements. Approved Change of Major forms must be submitted to the Registrar.