

INFORMATION AND INSTRUCTIONS FOR ADVISEES

If you are assigned to me as an advisee, I will be delighted to work with you to develop your curriculum and to help you think strategically about your academic experience. The goal is not only academic success, but the successful pursuit of your career and life goals.

Step 1. Run a Degree Audit

Before meeting with me, I strongly suggest you perform a Degree Audit, so you are well informed about course requirements in your program and what courses you have yet to fulfill. This is the best starting point for our advising relationship.

Here's how:

- Log in to [The Q](#)
- Click on the My Academics tab along the top of the window
- On the right-hand side of the window, find the “Degree Audit” link and click it
- Click on “Your Degree Requirements”
- *Use the “What-if Degree Audit” button if you are considering changing programs, then select the new program from the drop-down menu*
- You will see a list of all the required courses and options for your degree program, along with all of the courses you have taken (your current courses will also be listed)

Step 2. Review the Course Schedule

The Registrar's Office issues paper copies of each semester's course offerings, but the online schedule is more up to date once classes start to fill. I suggest using the online version.

Here's how:

- Log in to [The Q](#)
- Click on the My Academics tab along the top of the window
- On the right-hand side of the window, click on the “[Course Offerings & Schedule](#)” link
- Use the “Search Criteria” button at the top of the window to search for courses by day, time, instructor, or method.
- During your search, you may change the semester or session you are searching; be careful to search within the appropriate catalog!

Step 3 Contact your advisor

Once you have a good idea of which courses you'd like to take, which sections you'd like to register for, get in touch with me to register.

A note on self-registration: If you have at least 24 credits and have met with me in person at least once, I am happy to clear you to register yourself. I will need your full name and Student ID # to accomplish this. Also, when requesting to self-register, make sure you let me know which semester/session you need clearance for.

Here's how:



I can help you in person.

My office hours during Fall 2010 are TR 9:30-10:45 and W 12:15-12:45. I am available by appointment at other times. If you would like to meet with me outside of office hours, please email me with "Advising Meeting" in the Subject line.

During office hours, I am happy to help you by phone, with a couple of caveats.

1. Students who have come to my office in person have priority over folks on the phone. If I have a student meeting with me when you call, I may ask you to call back in a few minutes.
2. I do not return phone messages from students, so if you would like me to get back to you, please email me.



I can help you via email.

You may email me anytime. If you would like me to register you for a particular course/section, please make sure you give me all of the following information:

Your full name

Your Student ID #

The semester/session you would like to register for

The course number and section number, and other relevant information, such as lab sections

I will make every effort to complete your request within 24 hours, barring weekends. However, I cannot take responsibility if a section that was open when you made your request is closed by the time I see your email.



I can help you by phone.

My office phone number is 508-854-4339. If you would like to speak to me via phone, please call during my office hours and be aware of the caveats above. (If you just want to give me some information, feel free to leave a message; however, if you would like a response or a confirmation of my receipt of your message, please email me).