

DSC

ACADEMIC
INFORMATION
AND
REGULATIONS

Dalton State College is a unit of the University System of Georgia and is governed by the policies of the Board of Regents of the University System. As a part of the System, it enjoys the reputation of the academic standards which have been established within the System, and graduates of this institution will have no difficulty in transferring appropriate credits to other colleges and universities. Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, to award the Associate and Bachelor's degrees.

Dalton State College operates on the semester system, with each of the academic year semesters extending over a period of approximately sixteen weeks. Courses may be scheduled as A Session courses, which are taught over the full length of a semester, or as B or C Session courses, taught during the first or second half of the semester, respectively. The semester hour is the unit of credit in all courses.

Classification of Students

Students are classified as freshmen, sophomores, juniors, or seniors. At the beginning of each term, those with credit for fewer than thirty semester hours are classified as freshmen; with thirty to fifty-nine hours, as sophomores; with sixty to eighty-nine hours, as juniors; with ninety or more hours as seniors.

Students are considered full-time if they register for twelve or more semester credit hours; part-time, for fewer.

Class Load

A normal load consists of fifteen to eighteen credit hours per semester. A student regularly employed outside of college twenty hours or more per week should enroll for twelve or fewer semester hours of academic work. The College reserves the right to limit the class load of students who have received below-average grades.

Students may receive permission from the Vice President for Academic Affairs to enroll for more than the normal load if they were placed on the Dean's List at the end of their last semester of enrollment, if they have a cumulative average above 3.0 on eighteen or more hours completed at Dalton State College, or if they are in their last semester of enrollment before graduation.

Transient Status

Written authorization for transient status must be secured from the Vice President for Enrollment Services for enrollment at another institution for resident, correspondence, or extension credit during any semester a student is enrolled at Dalton State College. In order to receive credit for coursework earned, students must obtain approval prior to enrollment.

Class Schedule

The courses required for most degree and certificate programs are available during day, afternoon, evening, and Saturday class periods. However, some are scheduled only during day or evening class periods. Courses may also be offered in traditional, online, or hybrid formats. Information about the scheduling of specific courses may be obtained from the academic advisors, the Office of Enrollment Services, or the Office of Academic Affairs.

Registration

All students register for each term during announced registration periods. A student is regularly registered for a course only when all College requirements governing registration for the course have been met. Students not properly registered may not receive credit for courses completed. Any exception to this regulation must be approved by the Vice President for Academic Affairs.

Orientation

Every student is expected to attend an orientation session prior to the start of his or her first term at Dalton State College. This session will provide detailed information regarding academic programs, student services, and registration procedures.

Dropping or Changing Classes

No changes in schedule are official or effective until a signed Schedule Adjustment Form is turned in to the Office of Enrollment Services.

Additions to class schedules are not permitted after the first three days of the term. If a course is officially dropped by the published drop date, the student will receive a "W." If a student drops a course without official approval or after the published drop date, a grade of "WF" is recorded. If a student ceases to attend a course without officially dropping, a grade of "F" is recorded.

The official and effective date of any change in schedule is that on which the change is initiated.

Students receiving financial aid should be aware that for financial aid purposes enrollment status is determined at the end of the drop/add period at the beginning of an A Session. A student receiving financial aid may owe money back to a financial aid program if his or her enrollment status changes after that point in time, as, for example, when a student drops a course, or a course is cancelled and a 100% tuition refund is made.

Withdrawal From College

To withdraw from all current classes, students must obtain a Dalton State College Schedule Adjustment Form which must be signed by authorized personnel in the Office of Enrollment Services. After the published drop date, withdrawal without penalty is permitted only in cases of extreme, non-academic hardship which prevents the student from completing the semester. To receive consideration for a non-academic hardship, a student must provide full documentation of the hardship, wherever possible including corroborative evidence originating from an official or authoritative source. **All requests for hardship withdrawal must be initiated by the student no later than the last day of the term in which the courses were taken. Hardship withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated.** The hardship "W" must be recommended by the instructor(s) of the course(s) for which the student is enrolled, endorsed by the department chair(s) or dean(s) involved, and approved by the Vice President for Academic Affairs. Withdrawal from Dalton State College is effective on the date that the withdrawal is initiated.

Class Attendance

Students are expected to attend all scheduled class sessions. These may include field trips, seminars, and individual conferences as well as lectures and laboratory sessions. The attendance policy for each course will be explained by the instructor at the beginning of each term. Absences may result in a grade reduction.

Grades and Symbols

The following grades are approved by the University System for use by Dalton State College in the determination of the grade point average:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failure	0
WF	Withdrew, Failing	0

The following symbols are approved for use in the cases indicated but are not included in determination of the grade point average.

- I This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Vice President for Enrollment and Student Services will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F".
- IP This symbol indicates that credit has not been given.
- W This symbol indicates that a student officially dropped a course by the published day to drop classes without penalty. After this date, withdrawal is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the term and must be approved by the Vice President for Academic Affairs.
- WM This symbol indicates that a student was permitted to withdraw for military service without penalty at any time during the term.
- S This symbol indicates satisfactory performance in a course carrying institutional credit.
- U This symbol indicates unsatisfactory performance in a course carrying institutional credit.
- K This symbol indicates that a student was awarded credit for the course by examination (CLEP, AP, SAT II, or institutional examination).
- V This symbol indicates that a student audited the course. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the add period ends.
- H This symbol, when attached to a course discipline prefix and number (e.g., ENGL 1102H), indicates the course as either an Honors Course or an Honors Designated Course and part of the Honors Program offerings. At the end of Spring 2007, the Honors Program was temporarily suspended; however, an Honors student accepted into the program by Spring 2007 may have contin-

ued to take Honors Designated Courses until the end of Spring 2009 to complete the Honors Program of study to be an Honors Program Graduate. An Honors student must have already taken HONR 1000, have at least 14 hours of Honors or Honors Designated Course credits (each course with a grade of "A" or "B"), and a GPA of 3.5 or higher in order to complete the Honors Program successfully and be recognized as an Honors Program Graduate.

Grade Changes and Appeals

The assignment of grades and symbols is the responsibility of the instructor. Any change in an assigned grade or symbol must be recommended by the instructor who assigned the original grade or symbol and be approved by the Vice President for Academic Affairs.

All appeals by students for grade or symbol changes must be made by midterm of the semester following award of the grade(s) or symbol(s). The sequence of appeal is the student's instructor, the department chair or dean, and the Vice President for Academic Affairs.

Grade Reports

At the midpoint and at the end of each term, a full report of courses taken and grades and symbols earned during the term is posted on Banner Web. Students may access their grades with a student identification number and PIN. Grades are not mailed to students. Students are encouraged to consult with individual instructors to determine their progress at any time during the term.

Transcripts

Official Dalton State College transcripts will be mailed directly to other institutions as requested. Any transcripts given to the student will be unofficial. Each request must be made in writing and signed by the student.

Academic Renewal

The academic renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate or bachelor's degree. Former students may apply only if they have not been enrolled at any higher education institution in the previous five years and if they have successfully completed all learning support requirements prior to the commencement of the five-year period of absence. The granting of academic renewal **does not** supersede financial aid policies regarding satisfactory academic progress. Students must apply for academic renewal within the first year of re-enrollment. Contact the Office of Enrollment Services for more information and to request an application for academic renewal.

Policy on Release of Student Information

Students in the University System of Georgia have the right to the assurance that their academic records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. Dalton State College follows the policy of the University System of Georgia on release of student information. A complete copy of this information is on file in the Office of Enrollment Services and is available for viewing by the student and authorized faculty.

Regents' GPA/Cumulative Average

The Regents' GPA is computed by dividing the total number of quality points earned at Dalton State College by the total number of academic semester hours attempted in which a grade of A, B, C, D, F, or WF has been received. This average is used for determining eligibility for special honors and is the average that appears on the student's permanent record. All "institutional credit" hours and grades are excluded from the cumulative average. Learning Support courses, FYES 1000, and Regents' Skills courses carry institutional credit.

Institutional GPA/Graduation Average

The institutional GPA is computed by dividing the total number of quality points earned at Dalton State College by the total number of academic semester hours attempted in which a grade of A, B, C, D, F, or WF has been received. **If a student repeats a course, only the most recent attempt will be figured in the institutional GPA calculation.** The institutional GPA is used to determine a student's academic progress (probation, suspension, and exclusion) and for graduation. Students are expected to achieve an institutional GPA of 2.0 or higher for graduation. Students should understand that most institutions use the cumulative average, which includes all hours attempted and all grades earned, in determining the eligibility for transfer admission.

HOPE GPA

For purposes of calculating HOPE Scholarship eligibility, the total number of quality points earned at every higher education institution attended since high school graduation is divided by the total number of academic semester hours attempted at all institutions in which a grade of A, B, C, D, F, or WF, has been received. Grades of K, V, S, U, I, IP, and WM are excluded from the GPA calculation.

Academic Honors

The Dean's List, published at the end of each term, includes the names of students who earn a grade point average of 3.5 or greater and receive no grade of WF or U during a term in which they are enrolled for 12 or more semester hours of academic credit.

The Honor List, also published at the end of each term, includes the names of students who earn a grade point average of 3.5 or greater and receive no grade of WF or U during a term in which they are enrolled for less than 12 semester hours of academic credit.

Graduation with Honors

Students who achieve superior academic averages on all coursework completed at Dalton State College and who complete all requirements for graduation receive diplomas or certificates inscribed with honor designations.

Bachelor's and Associate degree honors:

Cum Laude – Cumulative grade point average of 3.5 to 3.74

Magna Cum Laude – Cumulative grade point average of 3.75 to 3.99

Summa Cum Laude – Cumulative grade point average of 4.0

Certificate honors:

With Merit – Cumulative grade point average of 3.5 to 3.74

With Distinction – Cumulative grade point average of 3.75 to 3.99

With Excellence – Cumulative grade point average of 4.0

Students completing all requirements of the Dalton State College Honors Program will receive additional special designation on their diplomas.

Academic Progress

Dalton State College seeks to provide ample opportunities for all students to fully realize their academic potential and goals. In turn, all students are expected to demonstrate reasonable academic progress by maintaining the following minimum institutional grade point averages. (Institutional grade point averages do not include “institutional credit” hours and grades.)

Credit Hours Attempted	Minimum Cumulative Grade Point Average
15	1.60
30	1.80
45 or more*	2.00

*Students enrolled in certificate programs requiring less than 45 hours must earn a GPA of 2.0 in order to graduate. All students enrolled in baccalaureate programs must maintain a minimum GPA of 2.0.

Any student whose average falls below the required level will be placed on **ACADEMIC PROBATION** and will be expected to confer immediately with his/her academic advisor. Students on academic probation may be advised to reduce their course loads and are not eligible to hold office on the Student Activities Council or to serve on any official college Committee.

Any student on academic probation who fails to raise his/her institutional average to the standard specified above after attempting fifteen additional credit hours will be placed on **ACADEMIC SUSPENSION**. Students on suspension are not eligible to register for any courses at Dalton State College unless they appeal the suspension to a Readmissions Committee and are approved for readmission by the Vice President for Academic Affairs. Readmission is subject to the conditions stipulated by the Readmissions Committee and the Vice President for Academic Affairs.

The advance registration of any student placed on academic suspension is canceled and all prepaid fees refunded if the student is not officially readmitted to the College.

To initiate an appeal of an academic suspension, the student must submit a written request to the Vice President for Academic Affairs. The letter should explain the reasons for the student's previous poor academic performance and why the student believes future performance will improve. The letter must also include (1) the name of the student's advisor (who will chair the Readmissions Committee), (2) the name of one other faculty member to serve on the Committee, and (3) the student's daytime telephone number, address, and student identification number. The Vice President for Academic Affairs will appoint a third member of the Committee.

All appeals should be submitted as soon as possible after the notification of suspension. **Appeals for readmission for a semester will not be accepted after the published date of regular registration for that semester.**

All suspended students who are readmitted are on academic probation until such time as their institutional grade point average reaches the required minimum level (see page 115). A student who fails to meet the conditions of readmission is ineligible to appeal for a second readmission for a period of one semester. A student who fails to meet the conditions of a second readmission is placed on Indefinite Suspension and is ineligible to appeal for readmission for a period of twelve months. **Credit earned at other institutions or by correspondence while a student is on suspension from Dalton State College will not be applied toward a Dalton State College degree or certificate or used to improve the grade point average.**

Graduation Requirements

To be qualified for graduation with a **Bachelor of Science, Bachelor of Social Work, Bachelor of Business Administration or Bachelor of Applied Science degree**, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of one hundred and twenty (120) semester hours of credit (plus applicable physical education requirements and satisfactory completion of the computer literacy requirement).
 - a. Thirty (30) semester hours of upper-level course work must be completed at Dalton State College, excluding credit-by-examination.
 - b. All 3000- and 4000-level courses must be completed with a grade of "C" or higher.
 - c. No more than thirty (30) of the semester hours required for a degree can be earned through distance education courses.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing History 2111 or 2112 and Political Science 1101 at a Georgia institution.
3. A grade of C or higher in ENGL 1101 and ENGL 1102.
4. An institutional GPA of 2.0 ("C") or higher.
5. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
6. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.
7. Candidates for Bachelor of Science, Bachelor of Applied Science, or Bachelor of Social Work degrees must pass the Regents' Testing Program (RTP) examination in basic writing and reading skills.
8. All Business Administration graduates must successfully complete BUSA 4700.

To be qualified for graduation with an **Associate of Arts, Associate of Science, or Associate of Applied Science degree**, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of sixty (60) semester hours of credit (plus applicable physical education requirements and satisfactory completion of the computer literacy requirement).
 - a. Twenty semester hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.

- b. No more than fifteen (15) semester hours required for a degree can be earned through distance education courses.
 - c. All academic programs designed for transfer may be modified if necessary to meet the requirements for graduation from University System of Georgia senior colleges or universities as designated in their current catalogs. The student must present a copy of the latest catalog when requesting modification.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing History 2111 or 2112 and Political Science 1101 at a Georgia institution.
 3. A grade of C or higher in ENGL 1101 and ENGL 1102.
 4. An institutional GPA of 2.0 (“C”) or higher.
 5. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
 6. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.
 7. Candidates for Associate of Arts, Associate of Science, Associate of Science in Nursing, and Associate of Applied Science degrees must pass the Regents’ Testing Program (RTP) examination in basic writing and reading skills.

To be qualified for graduation with a **Certificate**, candidates must meet the following requirements:

1. The completion of an approved program of study (plus satisfactory completion of the computer literacy requirement).
 - a. A minimum of eighteen semester (18) hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
 - b. No more than one-fourth of the semester hours required for a certificate can be earned through correspondence courses.
2. A grade of C or higher in ENGL 1101 and ENGL 1102.
3. A cumulative or a graduation average of 2.0 (“C”) or higher.
4. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the competence of potential graduates.
5. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

Second or Subsequent Degrees and Certificates

Any student applying for a second or subsequent associate degree or certificate must complete eighteen (18) semester hours of academic credit with a grade of “C” (2.0) or better earned at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree or certificate. Students applying for a second bachelor’s degree must complete an additional thirty-six (36) hours of upper-level credit with a grade of “C” or higher earned at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree. The eighteen (18) and thirty-six (36) hours constitute a “residence requirement” and may be taken on the main campus or at any extended campus site of Dalton State College.

Application for Graduation

All candidates for degrees and certificates must submit an application for graduation to the Enrollment Services Office at least 30 days prior to registration for the term in which they anticipate completing graduation requirements. According to the repeat grade policy, if a course is repeated, only the most recent attempt will count toward graduation requirements.

Students who fail to apply by the graduation application deadline may forfeit the chance to adjust any errors or omissions made in their programs and may not be certified for graduation.

Students may satisfy the curricular requirements for a degree or certificate by completing the program of study listed in the catalog in effect during their initial enrollment in the College or they may complete their program of study under the catalog in effect at the time of their graduation. However, a student will be required to satisfy the curricular requirements of the catalog in effect at the time when they:

- change programs of study;
- are required to complete a course for which a prerequisite has been established since the student's initial enrollment, in which case the prerequisite must be fulfilled;
- re-enter the college after a period of two or more consecutive calendar years in which they earned no academic credit at Dalton State College;
- have not graduated by the time their entering catalog edition is 10 years old.

Graduation is held once each year at the end of the Spring Term. Diplomas and certificates are awarded at these exercises. Students who complete graduation requirements at the end of Summer and Fall Terms receive letters certifying completion and stating that the appropriate diplomas or certificates will be awarded at the next graduation exercises.

All students who complete requirements for degrees or certificates at the end of Summer, Fall, and Spring Terms are encouraged to participate in the graduation exercises for that college year. Graduates who do not attend the annual exercises may obtain their diplomas or certificates later from the Office of Enrollment Services.

Regents' Testing Program (RTP)

Students enrolled in bachelor's and associate's degree program must pass the RTP as a graduation requirement. The test requires the student to write an acceptable essay in an hour and pass a one-hour reading exam.

Students will have the option of satisfying their Regents' Test Reading and Essay requirements with scores from a national administration of the SAT or ACT. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose. Test scores must be less than 5 years old.

- Students with SAT I Verbal or critical reading scores of at least 510 or ACT Reading scores of at least 23 will be considered as having fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test.
- Students with College Board Advanced Placement (AP) English Language and Composition or English Literature and Composition scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, SAT Reasoning Test writing section score of at least 500 combined with an SAT

Reasoning Test, Critical Reading Score of at least 510, or SAT II English Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test.

All students, including transfer students, must take the Regents' Test in their first semester of enrollment (or first term after completing Learning Support English and/or reading). Students who fail any portion of the RTP MUST take Regents' Writing Skills (RGTE 0199) and/or Regents' Reading Skills (RGTR 0198) in each semester of attendance until they have passed both parts of the test. Regents' Writing Skills (RGTE 0199) and Regents' Reading Skills (RGTR 0198) each carry two hours of institutional credit and are considered a part of the student's course load for the assessment of fees.

First-time test takers not enrolled for classes may take the RTP as long as they register for the test by the deadline specified each term. Questions about the RTP should be directed to the Testing Coordinator.

Students who register and who do not appear for the test may have their graduation date delayed. Students who fail to show up for the test are counted as failing and must pay a \$20 retest fee.

Graduation Requirements for Transfer Students

Students transferring to Dalton State College will be evaluated by the same standards of academic progress applied to native students. In order to graduate, a transfer student must have both a minimum graduation grade point average of 2.00 on all Dalton State College courses used to complete graduation requirements and a cumulative minimum graduation grade point average of 2.00 for all courses (both Dalton State College courses and transfer courses) used to complete graduation requirements.

Cooperative Education Program (Co-op)

The mission of the Cooperative Education Program at Dalton State College is to provide a structured process of education through partnerships with business, industry, and government which provides students with professional work experience related to an academic field of study.

To be admitted to the Cooperative Education Program, the student must have completed 15 hours of 1000 level or above coursework with a minimum grade point average of 2.75 in his/her major, be in good academic standing with the college and have exited all learning support courses; present three letters of recommendation, and complete a panel interview. Acceptance into the Co-op Program does not guarantee placement with an employer.

The Cooperative Education experience will appear on the academic transcript. In addition, students who complete all requirements of the Cooperative Education Program will receive a Co-op Certificate upon graduation. Students in a technical certificate program must work a minimum of one work rotation to receive the Co-op Certificate upon graduation. Students in an A.A., A.S., or A.A.S. degree program must work two rotations to receive a Co-op Certificate upon graduation. Students in a Bachelor's degree program must work three rotations to receive a Co-op Certificate upon graduation.

The two types of work rotations in the Cooperative Education Programs are:

Alternating — Students alternate between one semester of full-time (40 hours per week) work experience and one semester of full-time academic study. Students must receive permission from the Co-op Coordinator to work a back-to-back work rotation such as fall semester and spring semester. In some cases, students may be permitted to take up to six hours of coursework while working full time, with the permission of the academic advisor and Co-op Coordinator. Students will enroll in a sequence of Co-op courses (COOP 1500, COOP 1501, COOP 1502, COOP 1503). Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

Parallel — Students enroll in college for nine credit hours or less with the approval of the academic advisor and the Co-op Coordinator and work part-time (18-20 hours per week) simultaneously. The work facility must be located in the Dalton area. Students will enroll in a sequence of Co-op courses (COOP 1000, COOP 1001, COOP 1002, COOP 1003). Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

(Also see Counseling and Career Services in the Office of Academic Resources)

ACADEMIC ADVISING

Mission Statement

Academic advising at Dalton State College is an ongoing, individualized communication process between academic advisors and students, designed to provide students with guidance regarding programs of study, resources available, and degree completion requirements. When needed or solicited by students, academic advisors will also assume a mentoring role to enable and encourage students to examine their career goals, match those goals with strengths and abilities, and ensure appropriate program and course selections to achieve their goals.

To achieve these ends, both advisors and advisees have certain responsibilities. Academic advisors should

- be familiar with and refer students to available academic programs and resources
- understand academic regulations and requirements at the College and System levels (e.g., RTP, Learning Support, prerequisites, major requirements, sequencing of course offerings)
- assist with course selection, being aware of the student's academic history, work obligations, and personal obligations
- aid in decision-making regarding majors and careers
- be reasonably accessible and punctually meet appointments with students
- communicate academic concerns and enable and encourage students to examine their strengths and weaknesses as they relate to life/educational goals

- encourage students to make the most of their college experience
- be pleasant and supportive
- provide accurate, appropriate, and up-to-date information

Advisees should

- become familiar with the course-of-study requirements, reviewing the catalog, course descriptions, course prerequisites, previous sequencing of course offerings, and schedule of classes prior to meeting with the advisor
- come prepared to advising/registration sessions with a tentative schedule of classes and, if possible, an alternate schedule
- seek out the advisor for academic assistance and guidance and communicate academic concerns
- make use of campus resources if undecided about a major
- accept responsibility for their academic goals
- learn to use BANNER and take advantage of pre-registration
- be aware of drop/add/withdrawal policies
- initiate graduation procedures
- see school and department administrative assistants to change advisors/majors prior to registration
- make the most of their college experience by taking advantage of campus resources (labs, library, tutoring, recreational facilities)
- update personal information at the records office
- meet appointments punctually as scheduled
- have reasonable expectations
- be courteous and flexible

(Also see Academic Advising Center)

