

# Basic Advising Process at ASU

## First-Year Students –

- All students enter University College advising department where they stay until they declare a major.
  - Advising required each semester for:
    - All first-year students
    - All students who have a GPA of less than 2.0
- To declare major a student must have:
  - Completed ENG 1000 & 1100 (CORE students)
  - Completed ENG 1000 & completed/be enrolled in UCO 1200 (GEN ED students)
  - Completed 30 semester hours
  - Minimum 2.0 GPA



## Students with Declared Majors

- Student file is moved to College of major (for CAS, the academic services office)
- DegreeWorks and file are updated, and a copy of the file is forwarded to the major department where advisor is assigned.
  - CAS requires advising every semester in the department
  - Each department has its own procedures

**Main Office: 262-3076**

**For questions regarding students with last names:**

A-F	Bethanie Campbell
x7608	campbellbm1
G-N	Tina Beshears
x8630	beshearskk
O-Z	Diana Nelson
X3077	nelsondj

## Second Semester Juniors

- At 85 semester hours, the academic services office completes a senior check for every student. The senior check is sent to the student's ASU email address and a hard copy is sent to the academic department for placement into the student's file.



**<http://www.cas.appstate.edu/students/undergraduate-academic-services>**

For information regarding early registration schedule for students:

**<http://www.registrar.appstate.edu/spring2011.html>**

Eligible undergraduate students may view their registration appointment time in AppalNET/Web Self-Service. Access to the registration system is based on your earned hours (institutional and transfer). The initial registration access time may be viewed on the "Check Your Registration Status" page. Or, students may confirm their earned credit in the Web Registration System (WRS) on the "Check Your Registration Status" link under the Student tab. ("Earned Credit" will not be displayed on your Registration Status page if you have zero earned hours for your current classification. A student's current semester's registered hours are not included in this total, as they are not yet earned.) Students may add their earned institutional hours and earned transfer hours to determine their registration appointment time. To view their registration access time, click on the appropriate Earned Hours link below. The registration system is programmed to grant access to registration at the time and date specified. Once access is given, it will continue through early registration and the schedule adjustment periods specified in the "Academic Calendar."