



## CAS Academic Services Office

As a part of the College of Arts and Sciences, the Undergraduate Academic Services Office works to enhance the service to undergraduate students in the College. Academic support services are provided for all undergraduates who are declared Arts & Sciences majors. Undeclared students and students in other major programs are also provided with academic services related to classes offered within the College. The Office certifies students for graduation and provides academic information and support for students and faculty.

The office is located in room 100 of I. G. Greer Hall.

**Main Office:**  
**262-3076**  
**Kendra & Garrett**



### Services Provided by the Academic Services Office

- Graduation Certification
- Special Course Forms processing
- Student Teacher Clearance
- NCAA Certification
- Creating new student files
- Surcharge review for double majors
- DegreeWorks audit maintenance
- Processing Credit by Exam
- Visiting Coursework Requests
- Creation/Maintenance of POS
- Advising support for faculty advisors
- Overload approvals
- Late Drop/Add approvals
- Pass/Fail or Audit approvals
- Probation/Suspension notification
- DegreeWorks scribing and updating
- Change of academic program processing
- Obtain approval for old coursework
- Curriculum change consultation

## Contact Information

To submit information or ask questions regarding students, please contact the appropriate staff member as indicated below:

Student's last name begins with:			
<b>A-D</b>	<b>E-K</b>	<b>L-Q</b>	<b>R-Z</b>
Misty Pitts (pittsma) x 3131	Bethanie Campbell (campbellbm1) x 7608	Tina Beshears (beshearskk) x 8630	Diana Nelson (nelsondj) x 3077