

CRM Advising Appointment Expectations & Guide for Students

- Students need to come prepared, ready, and on time for his or her appointment. This means bringing paper, writing utensil, questions, etc.
 - Students will give me notice if he or she can't make it to the appointment.
 - Students are required to meet with me until you have 75 hours *completed* or are on probation.
 - Students will read and be familiar with the advising syllabus (see bottom of paper for link).
 - **Students must come prepared with a trial schedule for the upcoming semester.** This is to have students get used to reading and using a degree audit, trial schedule builder, and class schedule search.
 - Appointments can be made via Doodle using the link provided in emails. Appointments are on a first come and first response basis.
 - Students will have his or her "to do" list completed by the next advising meeting.
 - Don't answer phone calls or text during the appointment.
 - Use the university website to read the undergraduate catalog and research academic programs and opportunities.
 - Check university email regularly (daily is preferred).
 - Seek an advisor's help when problems first arise.
 - Learn to use and understand your degree audit.
 - Be aware of what classes he or she has already taken or is currently enrolled.
 - Accept responsibility for the decisions and actions (or inactions) that affect educational progress. Understand that YOU have the ultimate responsibility for fulfilling requirements and meeting deadlines.
 - Confirm accuracy of advice or information of friends, classmates, and family members.
 - Keep track of grades in all classes on a regular basis.
 - *I don't check email or voicemail when not in the office. If you don't get a response within 24 business hours, please contact me again and/or use a different contact method.
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- Undergraduate catalog → <http://www.missouristate.edu/registrar/catalog/default.htm>
 - General education worksheets → http://www.missouristate.edu/assets/generaleducation/GenEdWorksheet_New.pdf
 - Criminology (COMP students admitted Fall 2016 and later) worksheet → <http://criminology.missouristate.edu/advisement.htm> (top right button)
 - Criminology (COMP students admitted Fall 2015 – Summer 2016) worksheet → <http://criminology.missouristate.edu/assets/criminology/Scan0004.pdf>
 - Academic calendar → <http://www.missouristate.edu/registrar/catalog/calendar.htm>
 - Advising Notes, degree audits, and transcripts → found under the Academics tab of Mymissouristate.edu
 - Advising Syllabus → <http://criminology.missouristate.edu/advisement.htm>
 - GPA Calculator: <http://gpacalculator.net/college-gpa-calculator/>