

WCU FACULTY MEMBER

Don Connelly



[Home](#)

[Western Home](#)

Academic Advising for Spring 2010

Don Connelly

Department Head, Department of Communication

Associate Professor of Communication

Office: Old Student Union 109

Office Hours: M - W - F Noon to 2:00 pm

Phone: 828.227.3851

Email: dconnelly@wcu.edu

[For a printable version of this page click here.](#)

[Advising Checklists](#)

On Monday, October 12 appointment sign up sheets will go up on my office door for general academic advising for the Spring 2010 semester. I will begin advising appointments on Monday, October 19.

Students working through Student Support Services or Honor's College students are entitled to priority advising. Graduate students, athletes, exchange and DLP students are entitled to priority advising. Please call my office to make your priority advising appointment. Advising Day is Wednesday, October 22. Priority registration for spring 2010 will begin on Thursday, October 22.

Regular registration for Spring 2010 will begin on Monday, November 2.

Making your academic advising appointment is YOUR responsibility. You can sign up for your appointment on the sign-up sheet outside my office door. I will have your academic file from the Communication Department.

When you have completed 90 hours you are required to [file for graduation](#) and meet with me to do a degree audit.

Prior to your appointment, go down the checklist below and ensure that you are ready for advising. Please do not come to your appointment unprepared. I will not issue you your alternate pin number (ALTPIN) without an academic advising appointment.

Please do not be late for your appointment. If you are more than 5 minutes late I will give your appointment to someone else or reclaim the time for another project.

Student Advising Responsibilities

As a Student, it is your responsibility to:

- To make your advising appointment in a timely manner.
- Inform the Registrar's Office of changes in your local address and phone numbers
- Check your mail box, campus e-mail, and phone messages regularly

- Make appointments with your advisor for pre-registration and other advising
- Plan course schedules in advance of each advising appointment during pre-registration period
- Be on time for advising appointments and contact advisor if you are unable to keep your appointments
- Come prepared to your appointments with your advisor
- Initiate questions about your degree program or programs
- Discuss your long-range goals with your advisor
- Check course descriptions for prerequisites before registering for a course
- Refer to the university catalog, especially the online catalog, for information on majors, academic policies, deadlines, and degree requirements
- Explore majors that are of interest to you
- Keep track of academic progress and understand how to calculate your GPA
- Make final decisions about choices concerning academic matters
- Follow through on referrals made by your advisor
- Ask questions when you do not know

[Advising Checklists](#)

[For a printable version of this page click here.](#)

Copyright © 2009 Donald W. Connelly
Portions Copyright © 2009 Western Carolina University