

Frequently Asked Questions

Who is my academic advisor?

[Click here](#) for your advising assignment.

How often should I see my academic advisor?

Freshmen/Dual-Enrolled/New Transfer/Probation/Readmitted/Seniors: Every two weeks

All other students in good standing: At least 2-4 times every semester.

How do I access Degree Works?

[Click here](#) for step by step instructions.

My major is still wrong in the system. How do I change my major?

Complete and submit another Change of Major form in the Registrar's office (Billy C. Black Building 283). Keep a copy for your records, record who you submitted it to, and follow up with the Registrar's office in 3-5 business days.

How do I drop a class and when is the last day to drop?

Withdrawal forms can be obtained in the Registrar's office in Billy C. Black Building 283. The deadline to withdraw is October 15. Students will receive a "W" on their transcript for the course.

Who is my financial aid advisor?

All students are assigned a financial aid advisor by last name. For list of advisors, visit the financial aid office (Billy C. Black Building 170).

[How can I apply for a loan increase?](#)

When is Spring 2014 registration?

November 18-22

How do I know my classification?

0-30 hours – Freshman

31-60 hours – Sophomore

61-90 hours – Junior

91+ hours – Senior

What are the requirements to be in “Good Standing” with the University?

Maintain an Institutional GPA of 2.0 each semester at Albany State University.

What is “Academic Probation”?

Academic probation is a university WARNING that your grades are dangerously low and you are in danger of being dismissed from Albany State University. Once your GPA falls below 2.0, you will be considered “on probation”.

Students on probation must maintain the following Institutional GPA:

Hours	Academic Probation	Academic Suspension
1-30	1.50-1.99	1.49 and below
31-60	1.75-1.99	1.74 and below
61-90	1.90-1.99	1.89 and below
90+ hours	1.99 and below (when semester GPA > 2.00)	1.99 and below (when semester GPA < 2.00)

*”Academic probation” applies to full and part-time students.

How can I recover from “Academic Probation?”

Work with your advisor to schedule courses in your strongest areas. Reduce your load to 12 hours (or less) per semester. Repeat courses with failing grades with the goal of achieving a “B” or better in each course. Utilize academic support opportunities on campus (tutoring, labs, evening instruction) to strengthen your weak areas.

What do I do if the “F” course was supposed to be dropped?

If you have taken the proper channels to drop the course before the published deadline, take your documentation of the drop request to the Registrar’s office.

How can I appeal a wrongful “F” grade that resulted in probation?

Contact the instructor and provide documentation of the true grade. Submit an appeal letter to the Department Chair that includes documentation of the true grade. Submit an appeal letter to the College Dean that includes documentation of the true grade. Contact the Provost’s Office for further appeal requests.

What is “Academic Suspension?”

Students are academically suspended from the university when they fail to maintain a semester GPA of 2.0 while on probation. Students can apply for re-admission to the university after one semester (first offense) and after one year (2nd offense) or after five years (3rd offense). After returning from suspension, student must achieve a semester GPA of at least 2.0 in order to remain in school each semester.

What institutional GPA do I need to eligible for my major?

Pre-Nursing – 2.75

Education (Early Childhood, Health/Physical Education, Middel Grades Education, Music Education, Science Education, Special Education) – 2.5

All other majors – 2.25

If I fall below the eligibility for my major, can I academically recover and remain in the program?

Yes! If you have less than 90 hours and can recover within two semesters (with a reasonable estimation of each semester's performance).

Can I change my major?

Yes, if you are in "Good Standing".

Yes, if you are academically eligible for a new major.

Yes, if you have consulted with your academic advisor about the fit between your major and your professional goals.

Yes, if you have submitted the "Change of Major" form to the Registrar.

SHOULD I change my major?

Yes, if you have failing grades in foundation courses for the major ("Introduction To..." or XXXX 1101 or 2101.)

Yes, if your major does not align with your professional goals.

Yes, if you struggle to meet the GPA requirements for the major for more than one semester.

No, if you have more than 90 credit hours.

What core classes do I need to pass before I can take upper level major courses?

Areas A-E on your program of studies (some exceptions do apply – please consult with your academic advisor)

Can I take courses outside of my degree program?

Yes, but please keep in mind that these courses **DO NOT** count towards your degree, but **DO COUNT** towards your overall credit hours earned, which may have a negative impact on your financial aid.

Do I have to declare a minor?

No, not every program requires a minor. You should consult with your advisor to choose a minor complimentary to your major and that contributes to your professional goals.

Can I repeat a class?

Yes, as long as the proper form has been filed with the Registrar's office, the university will count the first passing grade of any course repeated.

You can repeat a course up to two additional times.

You must make a "C" or better in the repeat course for the new grade to count towards your GPA.

SHOULD I repeat a class?

Yes, if you received an "F" in the course.

Yes, if you received a "D" in the course that requires a "C" or better.

No, if the course is not needed for your major.

Can I take classes at home for a semester as a transient student?

Yes, if you have an institutional GPA of 2.0 at the time of the application.

Yes, if you have not failed any of the courses while at the university.

Yes, if you have been pre-approved by Academic Affairs.

When do I have to make a final decision on a major to be eligible for financial aid?

60 credit hours.

Can I change my advisor?

No, advisors are assigned based on your major and departmental guidelines. If you are dissatisfied with the service from your academic advisor, please submit a customer service request form to Dr. Kimberly Burgess in the Academic Advising Center (Billy C. Black Building 292).

Are advisor appointments required?

Yes. Scheduled, regular contact with your academic advisor is required for all first-time freshmen, any freshmen and sophomore student-athlete, and any student on probation. Failure to keep scheduled appointments will seriously delay your ability to register for the next semester. Should you be academically suspended from the university, your academic support activity may be taken into consideration during the re-admission process.

Can I see my advisor?

Yes, your advisor has posted office hours and standards of care. Most advisors have scheduled windows for walk-ins; however, appointments are strongly encouraged and receive the quickest assistance.

Can I consult with my advisor by telephone?

Yes, Students in "Good Standing" can fill out a Telephone Advising Form in the Academic Advising Center. You will need to provide your RAM ID, a security code, and schedule a formal appointment to engage in telephone advising. An advisor will not be able to discuss your academic records on the phone with you without your signed consent.

Can my advisor register me for my classes?

No. Except in cases that are pre-approved by the Director of Academic Advising and Retention, students are to register for their own classes through Banner IMB with their PIN number. Students are not to share their PIN number with any student or university employee. Academic advisors are to only approve a planned schedule of classes before registration via the "Registration Permit" or via the degree plan in Degree Works. In special cases requiring an advisor's intervention, no one in the Academic Advising Center will add a class to a student's schedule or drop a class from a student's schedule without the expressed written permission of the student.

What resources are available on campus to support my success?

Academics

- Academic Advising
- Math Lab – Simmons 210, 212, 214, 316 and 327
- QEP (Writing Lab) – Billy C. Black Building 270
- Peer Tutoring
- Supplemental Instruction

Student Services

- ASU Police
- Counseling/Disability Services
- Health Services

How do I get help with my classes?

[Peer Tutoring/Supplemental Instruction](#)

Instructor's Office Hours

How do I change my roommate?

Apply for a spring semester change in the Housing office (Hall 3).

How do I improve communication with my professor?

Utilize office hours for one-on-one conversations.

Utilize email to clarify in a written format.

What do I do if all of my credits did not transfer over?

You can appeal transfer credits through the department chair for that area or through the Registrar's office.

How do I get work-study?

Please monitor your email for work study announcements. Awards are made on a first-come, first serve basis.

[How do I replace my RAM Card?](#)