

Academic Advising Appointment Policy

Advising is mandatory. Students must meet with their assigned academic advisor each semester for registration, before a major change is submitted, for any midterm deficiencies or active case alerts, or as needed for questions and concerns.

When making your advising appointment:

- Take special care to schedule an appointment that you will remember and have no difficulty keeping.
- Plan to arrive about 10 minutes before your scheduled time. Remember to allow time for parking or bus routes.
- Never make an appointment during a class or immediately before or after a class.
- Advising is mandatory. Students must meet with their academic advisor each semester.
- Students are expected to review their DegreeWorks before and after their advising appointment to ensure their assigned major and courses are correct.

- **Cancelling or rescheduling an appointment:** Please contact your advisor or the advising department (229-500-2002) at least 24 hours before your scheduled time.
- If you need to cancel an appointment less than 24 hours in advance, you must do so by contacting your advisor by e-mail or phone.
- **Missing your appointment:** If you do not keep your scheduled advising appointment, you are considered a “no-show” for the appointment and will not be able to reschedule until your advisor’s next available appointment. Please be aware that when you miss your advising appointment, you risk having to sign up for classes later than your designated registration time, and you deny fellow students the opportunity to be advised promptly.
- **If your advisor cancels your appointment:** Your appointment may be cancelled if you schedule with the wrong advisor, have a duplicate appointment. You will receive an e-mail from the advising staff notifying you of the cancellation with instructions on how to re-schedule your appointment if needed.
- In the event that your advisor is absent on the day of your appointment, we will reschedule you with another advisor close to your original appointment time if schedules permit. At the conclusion of this appointment, the assisting advisor will schedule you a follow up with your assigned advisor.

Students are considered a “no show” for their advising appointment if they:

- Arrive more than 10 minutes after their designated appointment time; OR
- Miss their appointment and have not contacted their advisor in advance.

No shows can reschedule for their advisor’s next available appointment. During peak advising times, this may be several weeks out from the original appointment date.

All students are required to adhere to the Student Code of Conduct. You may view the current policy here: <https://www.asurams.edu/student-affairs/osssc/student-conduct/index.php>