

## Academic Advisement

Upon entering Edinboro University each student is assigned a faculty advisor who, by experience, professional background and example, is qualified to assist the student in planning a program of study and providing insight into preparation for a career. Academic advisors are available during regularly scheduled office hours or by appointment. Students must make an appointment to meet with their advisor to schedule each semester.

**It is very important to get to know your advisor as soon as you can.** Your advisor is required to sign your semester schedule or to give you your personal identification number (PIN), which allows you to schedule by computer. Each degree offered at Edinboro University has a required list of courses or a choice of certain courses that you must take to graduate with that degree. Scheduling correctly to make sure that you take only the classes you need for your degree is ultimately your responsibility. Please realize that taking courses that you do not need specifically for your degree can cause you to spend more time getting your degree and can cost you more money. Your advisor is there to help you, so that you can make the best decisions about each semester's schedule and your education.

**Your advisor can do much more than just help you with your scheduling.** They can give you broad information about the major area of study that you are enrolled in. Sometimes advisors can offer information about career or educational options in your field, after you have your degree. If you are having academic problems they can refer you to various academic support services. If you are experiencing other problems such as stress or health concerns, they can advise you about your options and refer you to qualified professionals that can help you with your situation. Advisors can also be a resource for information to ease any conflicts you may have with other students, your faculty, or the University administration.

**Contact your advisor.** In most cases your advisor is a faculty member in the department that you are majoring in. If you do not know who your advisor is, contact the Records & Registration office or the department office of your major area of study. Undeclared or General Studies majors are advised by various faculty, you can contact the General Studies Coordinator to find out who your advisor is. In most departments, the office hours of your advisor are posted so you can make an appointment. If you constantly have trouble contacting your advisor, contact the chairperson of the department you are majoring in. They can help you find your advisor or help you with the situation. Who knows, your advisor may be on sabbatical or on leave.

**Some tips on effective advisor contact.** If you leave a note or a message for your advisor, give them your current phone number. Sometimes your advisor does not have the best or current number to reach you. Before you meet with your advisor for your appointment, think ahead and get the forms that you are most likely to need them to sign. Your advisor cannot help you if you do not tell them about your problem or concern. Be assertive and ask questions. Make sure your advisor knows that you need help with a specific topic. You can change your advisor; forms for this are available at the Records and Registration office.