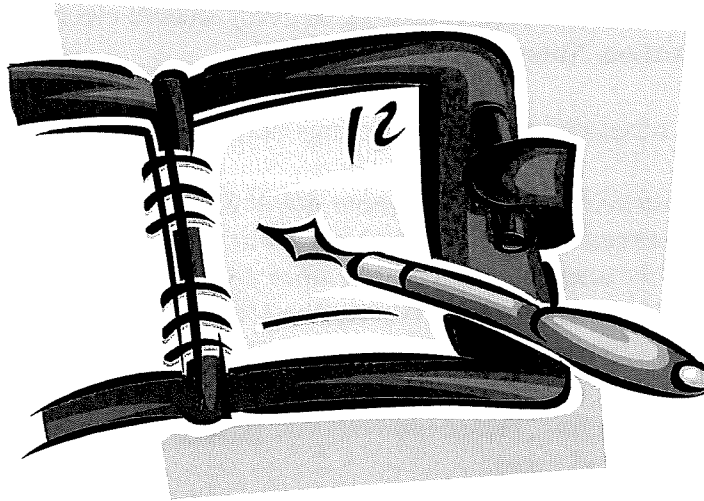


NOTES FOR ACADEMIC ADVISING

Group Advising will be held at 10:50 a.m. on Wednesday, October 6, 2021.



- Please refer to the catalog for helpful information regarding the General Education Requirements.
- Academic Overloads – Fulltime students enrolling for credit hours above 18 will be assessed additional tuition, except when the 18 hour maximum is exceeded by virtue of enrollment in a music ensemble. Students enrolling for more than 18 hours must secure permission from the appropriate Dean based on the student’s major.
 - Dr. Harding – Dean of Arts and Sciences
 - Dr. Weber – Dean of Business and Economics
 - Dr. Giordano – Dean of Education
 - Dr. Comer – Dean of Nursing and Health Sciences
- Pass/Fail – Students, other than freshmen, may take one course per semester on a Pass/Fail basis. This option may be used for elective courses only. In keeping with the liberal arts tradition, students are encouraged to use this option to explore areas beyond the college and departmental requirements. **Written consent of the instructor is required.** Pass/Fail notices must be completed and turned in to the Registrar’s Office by **January 17, 2022, no later than 5:00 p.m.**
- Students majoring in Secondary Biology Education, Secondary English Education, Secondary Mathematics Education, or Secondary Social Science Education are required to schedule an appointment with their assigned Education advisor **AND** their advisor in their content area.
- CLEP or Transient – Students wanting to take CLEP or Transient coursework **MUST** complete the appropriate form, located on the Registrar’s page of the FSC website, prior to working towards achieving transfer coursework. After completing 93 hours, a student **MUST** also request permission from the Dean, based on the student’s major.
- Grad Check – Please encourage students who have earned a minimum of 75 hours to schedule a graduation check appointment with the staff in the Registrar’s Office.

- Advisor/Major Change – If a student’s major and/or assignment to an advisor is not correct, please send the student along with their registration materials to the Registrar’s Office immediately. The student will then be appropriately assigned.
- Advising Information – Please distribute the following to every student electronically: **Stop! Look!! Listen!!!** and **Portal Registration Notes**.
- Portal Registration – Plan to schedule individual meetings before portal registration opens:
 - *Seniors (93+ earned hours) - November 8th at 8:00 p.m.*
 - *Juniors (60+ earned hours) - November 10th at 8:00 p.m.*
 - *Sophomores (30+ earned hours) - November 15th at 8:00 p.m.*
 - *Freshmen (2-29 earned hours) - November 17th at 7:00 a.m.*
 - *Freshmen (0-1 earned hours) - November 18th at 7:00 a.m.*
- Registration Clearance – After meeting, please remember to clear your advisee for registration so they will be able to register at their designated times.
- **ALL students must register via the Portal.** Please remind students **not to log into the Portal before their designated time. They will not be allowed to add courses.**

If you have any questions regarding these instructions, please contact our office at extension 4127.

Thank you,

Lindsay Thibodaux
Registrar