

COMMUNICATION DEPARTMENT POLICY ON STUDENT ADVISING

The Communication Department is committed to assisting you in making informed educational choices about your major and about appropriate ways to meet your personal academic and professional goals.

Purpose of Advisement

Academic advisement is meant to focus on your ongoing progress toward graduation. It also offers you a mentor so you may assess your academic progress and start to prepare for your post-college career. Advisement is an opportunity for you to reflect on your academic progress and to discuss choices and alternatives about courses and extra-curricular activities for upcoming semesters. With input from advisors, you will be able to make informed decisions about the courses you will take and how you will proceed toward graduation and beyond.

Your advisor is familiar with graduation requirements and can help you explore options and make informed decisions about your education through the Communication Department. They can recommend minors and extra-curricular activities, and also refer you to services available on campus designed to assist students with both academic and personal challenges.

Assignment of Advisor

The department assigns you a faculty advisor. You can find out who your advisor is in Banner (on Student Record page) or on your Degree Works page. You may initiate a change in advisors simply by asking another faculty member to serve in that capacity and then notifying the department office so records can be adjusted. While some students may also work with advisors in other departments or programs, such as EOP, minors, second majors, or varsity athletics, you must also meet with your departmental advisor.

The department chair also is available to advise Communication majors as necessary. Generally, the department protocol is to meet first with your assigned faculty advisor, who then would refer you to the chair if necessary.

Communication About Advisement

You can access information about advisement at the department's website, and can communicate with your advisor by telephone, email or in the Bengal Success Portal. You also will receive e-mail notices of advisement/registration periods. However, you are responsible for being informed about the university's schedule and procedures for registration.

Nature of Advisement

You can ask to meet with your faculty advisor any time during the semester. Things get busy at mid-semester as registration nears, and advisors post sign-up sheets

outside their offices or make appointments available in the Bengal Success Portal or by email prior to each semester's registration period. You are expected to show up for advisement on time and prepared with a list of anticipated courses. Each faculty member has a number of student advisees, so it is important to keep your scheduled appointment. If you don't, you may find that you cannot make another appointment until after your scheduled registration day.

As an alternative to one-on-one academic advisement, the Communication Department also offers group advisement to incoming transfer students, generally during the summer term prior to the fall semester. We also offer group advisement to freshmen as part of and as a follow-up to orientation.

Preparing for Advisement

Print your Degree Works "full report" student audit. Review the report, and note the categories of graduation requirements that you have completed and those that remain to be done. Note questions to ask your advisor. Be prepared to update your advisor on progress in your current courses. Your advisor then will review your choices with you, suggest alternatives, and discuss other matters related to your academic progress and career plans.

Frequency of Advisement

The Communication Department requires advisement for every student every semester. We strongly encourage you to meet frequently and regularly with your academic advisor. Each faculty member schedules several hours of office time each week to be available to meet with you and other students. On average, faculty are available to students through in-person office hours, virtual hours by phone or e-mail, or special appointments.

PINS

The college assigns most students a PIN number, which is required for registration. You must meet with your department advisor before you get your PIN. The PIN is designed to encourage advisement.

Record-Keeping

Your advisor documents each advisement session near the bottom of your Degree Works page, which lists the courses that you are being advised to take, your PIN, and/or any special instructions.

We consider advising you to be one of our most important tasks. We have set high standards for you, and we want to help you meet those standards and move successfully toward graduation. Your advisor can help you understand the requirements, consider your options, and obtain the needed information so you can make good choices while you are studying in the Communication Department at Buffalo State.