

APPLIED ENGINEERING AND TECHNOLOGIES

**New Student Orientation
Advising**

Advising – Who:

Who:

- New Students initially talk with an Academic Advisor from Student Services who discusses the admissions process – applications, transcripts, test results, program offerings, and more.

Note:

- An Academic Advisor is different from an Assigned Faculty Advisor; a Faculty Advisor is an instructor in the chosen program who is assigned after a student enrolls for the first term and who guides the student through the program.
 - If a Faculty Advisor is not assigned, contact the Program Director

Advising – What:

What:

- Faculty advising is the process of helping students with course selection and offering tips and recommendations for success, according to students' goals and objectives.
 - Advising in October/November is for the Spring semester
 - Advising in April is for the Summer term and Fall semester

Note:

- Students undecided about a major or in the process of being admitted will work with someone in Student Services; however, students researching specific careers may want to contact a faculty member or Program Director regarding program requirements or information.

Advising – When:

When:

- Faculty advising sessions usually take place between two and four weeks before registration.
- Registration dates are in early November, April, and June.

Note:

- The Registrar's Office assigns registration priority dates based on the number of credit hours completed; the more hours completed, the earlier the registration date.

Advising – Where:

Where:

- Faculty advising sessions can be scheduled in person during faculty office hours or by phone or email.

Note:

- Some Program Directors may prefer to advise student cohorts as a group, in class.

Advising – Why:

Why:

- AAS program completion is expected to take about 2 to 3 years. It is recommended that the student establish a plan for program completion and post the plan in Self-Service. The PPG (Program Planning Guide) is the basic reference for course selection. **Faculty advising is no longer required by the AET Division; however, advising is strongly recommended** so that the student completes courses in a timely fashion.

Note:

- Your Academic Advisor may have warned against “overloading” your schedule or choosing courses out of sequence. It is extremely important to plan sufficient study time outside of class; the recommendation is 1 to 3 hours of outside study for each hour of class or lab.

Reminders

- **Complete Advising prior to registration**
- **Set up Self-Service with planned courses**
- **Make sure to follow the Program Planning Guide (PPG)**
 - To ensure Prerequisites and Corequisites are taken in order
 - To avoid missing courses offered only once a year
- **Register Early to ensure getting into courses**
- **Meet Payment Deadlines**
 - To avoid being purged from classes