

STEPS TO FOLLOW WHEN MEETING WITH AN ADVISOR

Each candidate in the Education Department should follow these steps when working with your academic advisor.

1. Every education major has an advisor in the education department. These advisors are assigned by the first letter of your last name. The advising schedules are posted by each professor's door on the sixth floor.
Secondary Education majors will have one advisor in the education department and one in the content area. When visiting this advisor, be certain to ask for the course rotation schedule so that you can determine when the courses meet in that department.
2. The following documents must be brought to the advising conference:
 - **A copy of an updated transcript from My State.** This transcript will be used by the education professor to update your Curriculum Guide which is located in the official education department folder. After the guide is updated, this copy of the transcript will be placed in the official folder. Old copies of the WVSU transcript should be removed by the advisor. However, if you transferred credits in from high school or another university, those transcripts should not be removed from the folder. They should be stapled on the right side of the folder.
 - **Your copy of the Curriculum Guide.** The official Curriculum Guide should be stapled on the left side of the folder.
 - **Your copy of the classes that you have selected with the four-digit CRN, the course number, section number, the date and time of the class, the room number and the professor's name.** A sample is included for your information:

CRN	COURSE NUMBER	SECTION	DATE AND TIME	ROOM NUMBER	PROFESSOR
1244	EDUC 201	01	4:00 – 5:15 TR	W 622	SMITH

3. It is not advisable to retake a course that has been successfully completed with a grade of "C." If a successfully completed course is retaken, the student must provide a written statement as to why the course will be retaken. A copy must be provided to the department chair for review with the advisor.
4. When the advising process is completed do the following:
 - Sign the advising sheet; the original will remain in the folder and a copy will be provided to the student.
 - Sign the advising log which will be provided by the advisor
 - Complete an Academic Advising Feedback Form
 - Place all returned documents in the Education Notebook