

## **Student Responsibilities as the Advisee in the Advisee-Advisor Relationship & Helpful Information Regarding Registration**

1. Students will fill out their yearly Success Plans and discuss them with their academic advisor.
2. Students will keep their own copy of their 4-year plan and degree checklist.
3. Students will check and verify their degree requirements in the Catalog.
4. Students must understand that if they make changes to their schedule without consulting their academic advisor, it may affect their ability to graduate on time.
5. Students have access to their electronic degree audit on the Portal and will receive a degree audit from the Registrar's Office after earning 66 hours.
6. If the student has an advising issue that can't be resolved by their academic advisor, they should consult the Director of Academic Advising.
7. Students are responsible for reading and responding to emails from their academic advisor and the Registrar's Office.
8. Declarations of majors and/or minors are only official when submitted to the Registrar's Office.
9. Students must declare a major by the end of their sophomore year (or before the completion of 60 semester hours). Changes in major or minor after completion of 90 hours may result in additional time toward degree completion.
10. The following forms regarding registration can be found under Student Forms on the Portal:
  - a. Declaration of Major/Minor Form
  - b. Application for Independent Study
  - c. Application and Registration for Practicum or Internship
  - d. Change of Registration
  - e. Name/Address Change Form
  - f. Student Verification Letter Request