

Information for Advisees

Before registering for the next semester, you need to make an appointment to see me. The most convenient way to do that is to contact me by email, campus email address **hammond**, or you may telephone my office at 2-4625.

Purpose

The University offers a huge wealth of course offerings. While each degree program frames certain requirements that must be met, there will nonetheless be many decisions for a student to make in selection of courses based on goals, interests, and abilities as well as degree requirements. In particular, it is necessary for each student to become familiar with the University's degree requirements. These include overall degree requirements, requirements of the major subject, the General Education Program, and in most cases requirements of the minor subject. Degree requirements are explained in the *Undergraduate Bulletin*.

The Process

Because I have a number of advisees, each of whom will be wanting to see me during a compressed period of time before and during the registration window, each appointment of this type is limited to 30 minutes. If you know that you will need more time than that with me, plan to schedule more than one such appointment or arrange to see me two or more weeks before the registration window opens for seniors.

Before appearing for your appointment do the following:

1. Assess the status of your progress toward your degree:
 - (a) Make sure you know the requirements of your program.
 - (b) Review your latest program audit found at *MyUAlbany*. Print a copy for yourself that you should bring to our meeting.
 - (c) Organize any questions you have about your program or the audit.
2. Print out a copy for my records of your latest unofficial *transcript* available at *MyUAlbany*, and bring it to our meeting. (Ignore this if you are a transfer student in your first semester here.)
3. Do preliminary shopping for courses. Read course descriptions in the *Undergraduate Bulletin* and check scheduling availability using the printed *Schedule of Classes* for the semester being planned or the online schedule of classes at the url http://www.albany.edu/schedule_of_classes/. The online schedule can be particularly helpful for finding General Education courses. Remember that some courses are not offered every semester.
4. If you are a transfer student seeing me for the first time, please copy for my records the University's evaluation (including course-equivalents here) of your transferred credits, and bring it to our meeting.

Advisement appointments will be held in my office, Earth Science 137B, unless it has been agreed that we will meet elsewhere.