

Email Advisement Form

Academic Advisement is provided by the College to assist you with academic planning. **Advising is MANDATORY for all students each semester before registration.** Generally, students must meet with their assigned advisor in person. We offer **EMAIL ADVISING** as a convenience to you. **CHECK BELOW** to indicate that you meet the following criteria in order to complete email advisement:

- YOU MUST HAVE COMPLETED AT LEAST ONE IN OFFICE ADVISEMENT SESSION**
- YOU MUST BE IN GOOD ACADEMIC STANDING (INSTITUTIONAL GPA OF 2.0+)**
- BE CLEAR ABOUT YOUR CURRICULUM (GRADUATION) REQUIREMENTS.**

Refer to the most recent Graduation/ Curriculum Guide that was emailed to you after your last advising session or the posted curriculum requirements on your major’s website, see <http://www.clayton.edu/academics> . If you have questions, you should schedule an advisement appointment.

Name:	Laker ID:
Major:	Date Completed:
CORRESPONDENCE VIA CSU EMAIL <u>ONLY</u> @ student.clayton.edu	Phone:
Advisor: <input type="checkbox"/> MoniqueBrown@clayton.edu <input type="checkbox"/> KeokukKight@clayton.edu <input type="checkbox"/> PamelaMaxey@clayton.edu	Semester: (MUST Submit separate forms for SUMMER and FALL) <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall

DIRECTIONS:

List the courses you plan to take for the next semester(s). Be sure that you have completed prerequisite requirements for all courses listed and that they are offered. **View the SCHEDULE ONLINE at <http://apps.clayton.edu/courses/schedule>** . You may **VIEW PRE/CO REQUISITES** by **CLICKING ON THE NAME OF THE COURSE** found in the online schedule. **INCOMPLETE OR INACCURATE** information may **DELAY REMOVAL** of your “Must See Advisor” hold.

COURSE NAME	COURSE ID	*AREA APPLIED	PRE/CO REQUISITE(S) View online at http://apps.clayton.edu/courses/catalog
EXAMPLE: Math Modeling Ethics for Admin/Tech Mgrs	EXAMPLE: MATH 1101 TECH 3104	EXAMPLE: AREA A2 Upper Division Req.	EXAMPLE: MATH 99 OR TEST SCORE CRIT 1101, TECH 3101

*Identify the **AREA OF THE CORE CURRICULUM OR UPPER DIVISION REQUIRED OR UPPER DIVISION ELECTIVE** to which the course applies. To preview a copy of the Core Curriculum, visit: <http://a-s.clayton.edu/advising/CoreCurriculum.pdf> .

Upon receipt and verification of this form, your advisor will release your hold within 2 business days and send confirmation to your CSU email. **“CHECK YOUR REGISTRATION STATUS”** in the DUCK for registration dates and to view other **HOLDS** that may prevent registration.