

## ENGLISH DEPARTMENT ADVISING GUIDELINES

### **Who is my advisor?**

If you are a new major, your advisor is the Director of Student Advising, Professor Lisa Walker. She will serve as your advisor during your first semester in the English Department. She can be reached by email at [lwalker@usm.maine.edu](mailto:lwalker@usm.maine.edu). You may sign up to see her during her regular office hours; there is a sign-up sheet on her door in 316 Luther Bonney. She will also arrange to see students by appointment.

In your second semester, you may choose a permanent advisor based on your interests and preferences. If you do not select an advisor, you may be randomly assigned one. All English majors are encouraged to choose their own advisors. At any time, you may request a change of advisor. Change of Advisor forms are available in the English Department Office in 311 Luther Bonney. Once you have completed this form, our administrative assistant will process all changes of advisor.

### **When should I meet with my advisor?**

All students in the English Department must meet with an advisor during pre-registration to discuss course selection, develop a schedule, and to receive a PIN number that will allow you to register in Maine Street. Students are also encouraged to meet with their advisors at any other time during the year to discuss issues such as core requirements, progress towards completing the degree in English, choosing a minor, and preparing for post-graduate goals. New majors are especially encouraged to meet with Professor Walker before pre-registration!

### **How do I find my advisor?**

You can find out who your advisor is by going to the student center in Maine Street. Below your Enrollment Dates, you will see your advisor's name. If you click on your advisor's name, you can contact them by email. In the English Department, you will find a list of faculty, their office hours, phone numbers, and email addresses. If, for any reason, you have difficulty getting in touch with your advisor, you may contact the Department Chair, Professor John Muthyala.

### **How should I get advising during pre-registration?**

This year, there will be two systems for advising during pre-registration. During the first week of the pre-registration period, there will be English Department faculty available for walk-in advising. Please consult the published schedule to see exactly when faculty will be in the office. Walk-in advising does not preclude traditional advising; you may contact your advisor to make an appointment.

## **How should I prepare for pre-registration advising?**

There are a few things that you should do prior to your appointment. Coming to your appointment with the following things accomplished will help to make your course selection and registration process very productive.

### Before Your Appointment:

- Pick up and review the English Department Course Guide for next semester's courses. It is available in the English Department.
- If you have attended USM in previous semesters, go to DSIS and print your Degree Audit.
- Go to Maine Street and print out a list of courses you are taking this semester. Update your Degree Audit, writing in your current courses by hand.
- Review the Core curriculum requirements on your Degree Audit or in your USM catalog or your Guide to Graduation. See what remaining requirements you have.
- Review your English Major Requirements Form to see what remaining requirements you have. Blank copies are available in the English Department Office. You may find it useful to keep a filled out copy for yourself, so that you can check off requirements as you go along.
- Using the Wish List on Maine Street, develop a list of possible classes to take in the spring.
- Check to see if you have met proficiencies and course prerequisites. For example, English 100 and English 120 are prerequisites for English majors, and you must complete ENG 245 before you take 300-level courses.
- Bring all of your documents with you to your advising appointment

### At Your Appointment You Can Expect to:

- Confirm your remaining Core and Major requirements.
- Design a schedule that fits your needs.
- Get your PIN number and advisor's approval, which you need in order to register.

## **FINALLY, ADVISING IS NOT JUST FOR COURSE REGISTRATION!**

Students are also encouraged to meet with their advisors at any time during the year to discuss issues such as core requirements, progress towards completing the degree in English, choosing a minor, and preparing for post-graduate goals.