

Welcome to Anderson University Academic Advising

The mission of the Anderson University Academic Advising Program is to promote student success by empowering undergraduate students to take responsibility for achieving their academic, career, and personal goals. This is accomplished through a collaborative mentoring relationship between the student and advisor.

Through the advising process, students are encouraged to:

- Set academic goals
- Select courses consistent with an educational plan that will facilitate timely graduation
- Become familiar with institutional policies, procedures, and resources
- Receive referrals for academic support services as needed

The advising program assists students in aligning their academic goals with a future career and encourages students to use student support services and other institutional resources as appropriate. Ultimately, it is the responsibility of each student to monitor his or her academic progress at Anderson University.

Advising FAQ's

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Every student is assigned to a full-time faculty member for advising. In most cases, the faculty member is in the college and major of the student. New freshmen are assigned an advisor once they have attended orientation in the summer.

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1. To assist students in developing an educational plan and selection of courses
2. To be available for advisee meetings at times which are distributed throughout the work week during the registration period.
3. To respond to advisee inquiries in a timely manner.
4. To approve or deny student schedule requests in a timely manner.
5. To maintain current and accurate advising records for each advisee.
6. To be familiar with the Academic Catalog and College/School/Department handbooks and give advice consistent with policies, regulations, and academic programs. To be familiar with requirements/policies affiliated with outside agencies for the purposes of professional certification, as applicable.
7. To make referrals to academic support services, such as the Center for Student Success, Career Services, and counseling, when appropriate.
8. To assist students in linking their academic goals to future career goals.

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Ultimately, it is up to the student to assume responsibility for fulfilling all degree requirements. This includes monitoring his or her academic progress at Anderson University. Advisors are assigned to assist in this process, but the student is solely responsible for their success. The student is expected:

1. To consult with your academic advisor each semester, via a means upon which the advisor and the student mutually agree, to discuss course selection, as well as progress toward degree completion.
2. To be punctual and prepared for each meeting.
3. To become familiar with the Academic Catalog and appropriate College/School/Department handbooks and know how policies apply to specific situations. If applicable, to be familiar with requirements/policies affiliated with outside agencies for the purposes of professional certification.
4. To become familiar with the appropriate graduation requirements as stated in the Academic Catalog and other appropriate documents. Fulfillment of all graduation requirements is the responsibility of the student.
5. To complete necessary paperwork (e.g. graduation application, Course Withdrawal/Course Add forms, Substitution form, etc.) and submit to the appropriate office before published deadlines.
6. To read, and where appropriate, respond to all advisor notifications and inquiries.
7. To maintain an AU email account and check regularly.

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New freshmen are assigned an advisor after they attend a summer orientation. Transfer students receive their advisor assignment after they have met with the Dean of the College of their major. All students, new and returning, can view the name of their advisor by logging on to their Self Service account and looking at their schedule. Students should make contact with their advisor as soon as possible after the start of each semester.

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Students wishing to change their major should contact the Administrative Assistant in the College that houses the new major. The major request will be sent to the University Registrar and, if applicable, an advisor in the new major will be assigned. This is also the process for adding a minor. Students wishing to change their advisor, but not their major, should contact the Administrative Assistant in the College that houses their major.

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Students may declare a major at any time during the freshman or sophomore years. Some majors require certain courses at the freshman and sophomore levels; students should consult their advisor to assist in course selection. A major must be declared upon the completion of 36 semester hours. Since requirements in the minors vary according to discipline, students should make their selection as early as possible, but preferably before the junior year. In the event of scheduling conflicts, the major must always take precedence.

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Students may choose to major in two subjects, or, in other words, complete a double major. All general education and major requirements for both majors must be completed. While courses required for the second major may be used either to meet requirements or as electives for the first, there must be at least 20 (twenty) semester hours that are different between the two majors. Thus, pursuit of a double major will likely require exceeding the eight semesters normally required to earn the bachelor's degree.

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Students currently registered at Anderson University may apply to take courses at another institution while still enrolled at Anderson. It is the student's responsibility to ensure compliance with the institution's Residency Requirement. Students must complete a Transient Course Work Approval form prior to enrolling at another institution. Students who earn a grade of "D" or "F" at AU may NOT repeat these courses at another institution. Additionally, a grade of "D" or "F" may not be transferred to Anderson. Students who have met the 64 semester hour limit on transfer credits from an Associate's degree granting institution are not eligible for additional transient work at this type of institution.

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Undergraduate students must have a minimum GPA of 2.0 to be eligible for graduation. Certain majors may require a higher GPA. It is the student's responsibility to verify specific requirements for his or her degree. Additionally, full-time students are considered to be making satisfactory academic progress (SAP) unless they fall below standards for minimum scholastic attainment. These standards are based on hours attempted and/or transferred and are evaluated at the end of each fall and spring semester.

Cumulative hours attempted at AU and/or transferred	Minimum cumulative GPA
1 - 12	1.5
13 - 25	1.6
26 - 38	1.7
39 - 51	1.8
52 - 64	1.9
65 or above	2.0

Students failing to meet the above standards are placed on academic probation. Failure to meet the requirement for two consecutive semesters will result in suspension from Anderson University for a period of one semester. Any student concerned about their SAP should begin communication with their advisor at an early stage. This communication should include plans for repeating courses in which a grade of "D" or "F" has been earned. For additional information regarding SAP, please refer to the AU Academic Catalog.

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AU students have a variety of international programs and opportunities from which to choose - short-term learning abroad, semester study abroad, academic classes with a global focus, and participation in International Education Week activities. During the junior year, students with a 2.5 cumulative GPA may also enroll in an AU Abroad course that includes a short-term learning abroad experience and an AU travel subsidy. Semester study abroad, as well as short-term and summer programs, are offered to countries around the world with major semester programs being in Australia, Ecuador, Thailand, Wales, Lithuania, China and Jordan.

Students interested in studying abroad for a semester should start planning for the semester as early as possible during their college career. The first step in the planning process is to learn about all international programs by visiting the International Programs office. Second, students should work with their advisor to determine the best time in their program to study abroad, the courses they want to take, and to save as many elective hours as possible to be used during the program. Third, students should start planning for the financial implications of studying abroad and develop a savings fund.

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Anderson University offers online courses for students enrolled in the traditional, on-site degree programs. Online and on-site courses may be used interchangeably to meet the school's graduation requirements. Traditional students must have completed a minimum of 30 hours and have a cumulative GPA of 2.75 or higher to enroll in AU online courses. Any exceptions must be approved by the College Dean. It is important to stress that while this is an online course, it is not a self-paced course. Assignments will have deadlines. You may be expected to participate in online "chat" sessions with your instructor and/or fellow students. The "chat" sessions require that you be on a computer at a designated time. The time normally is set after your instructor has identified a time convenient for students. Additionally, online courses have different policies, procedures, and deadlines. Students are responsible for all information pertaining to the online course(s) for which they are enrolled.

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Most of the forms students need in regards to their academic progress are on the [Registrar](#) page of the AU website. Students should print off the needed form themselves from the webpage. These forms are also available through your advisor, who can access them on the AU intranet. Other information is also available on the AU website and Academic Catalog.

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