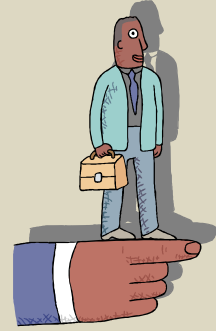


Academic Advisors



Why should you work with your academic advisor?

What can you expect from your academic advisor?

What your academic advisor expects from you

What to do before you see your advisor

Types of advisors

Changing your advisor

Why should you work with your academic advisor?

Your advisor can help you avoid mistakes like these:

- Taking classes that you don't need
- Missing a class that will not be offered again for a year or more
- Failing to take classes that you need for other colleges.
- Failing to have the needed prerequisites for required courses.
- Enrolling in courses that are too difficult and ending up on probation.
- Missing opportunities to discuss career plans.

What can you expect from your academic advisor?

- Knowledge of college programs, procedures, policies, requirements, deadlines and transfer information.
- Help in finding the right resources to solve problems.
- Guidance in planning your career goals.
- Help in developing a balanced class schedule.
- Help in developing a long-range plan based on educational and career objectives.

What does your academic advisor expect from you?

- Know or ask your advisor about degree requirements in your area of study. Be sure you are always moving toward your goal.
- Have all transcripts from other institutions evaluated to determine which classes qualify for your certificate or degree.
- Learn the entrance and course requirements at the school you plan to transfer to.
- Set quarterly appointments with your advisor during designated advising days.

What to do before you see your advisor

- Use your global pin number and student ID to run a degree audit (with all sections expanded) and bring it to the meeting.
- Look at the online quarterly schedule or on Schedule Planner to see what courses will be offered in the coming quarter
- Bring an idea of the courses you wish to take in the coming quarter.

Types of Advisors

Entry Advisors help new students register for classes their first quarter. Students new to Grays Harbor College schedule an entry advising appointment after they complete the college placement test. Students returning to Grays Harbor College can call the Counseling & Advising Center for an advising appointment.

Permanent advisors are assigned to you at the Entry Advising session. The permanent advisor is typically a faculty member with expertise in your area of study. You will meet with your permanent advisor each quarter to plan the coming quarter, or will work with them to set up an academic plan for your entire time at the college.

Changing Your Advisor

Changing your advisor is a simple process. In the rack outside the Admissions and Records Office windows in the HUB building, you will find a form called the “Major and Advisor Change Form.” Simply fill out the top part and take it to the instructor you would like to have as your new advisor. If the instructor is able to take you on as a new advisee, they will sign it and you can return it to the Admissions and Records windows.

If you would like to have a new advisor assigned to you, simply visit the Counseling and Advising Center during drop-in hours (M-F 9-4) and a counselor will take care of it.