

## ACADEMIC ADVISING AT CHICAGO STATE UNIVERSITY

The vast majority of students, both undergraduate and graduate, who enroll at Chicago State University are seeking to complete a program or study option and obtain a degree. Each academic department or program has a plan for completion of degree qualifications including required courses, both in the major and in general education, along with state-mandated requirements. The job of the academic advisor is to meet with students and assist them in making academic choices. For a student to be successful he or she must seek to establish a working relationship with his or her academic advisor.

Upon Admission to the university, students will be assigned academic advisors in their major fields of study. In most academic departments or programs, the advisors are regular faculty members. Students should contact their major departments or program offices to ascertain the names of available advisors as soon as possible after admission. Students must meet with their academic advisors at least once each term for advisement prior to registration. Degree-seeking students will not be allowed to register at arena unless their course schedule request forms are signed by their advisors. All students must obtain a special access “pin” called the RAP from an academic advisor to register via the web. In addition to registration advisement, academic advisors help students clarify career goals, keep records of progress toward graduation, and serve as resources for information about on- and off-campus programs relevant to the major and to students’ personal growth.

A current list of advisor names, names of academic departments and of chairs/directors along with contact information is included in this site.