

Pocket Advisor

Office of Undergraduate Academic Assistance
35 Broad Street, Suite 315, Atlanta, GA 30303
404.413.7115/OFC - 404.413.7119/FAX

Visit us on-line: robinson.gsu.edu/academic/OUAA or send email to asktheRCBadvisor@gsu.edu

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J. Mack Robinson College of
Business....a leader in business*

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robinson.gsu.edu/news/rankings

WORLD WIDE. WORLD CLASS.

What can my advisor do for me?

Your counselor can listen, interpret, suggest, encourage, and collaborate. The following are some things your counselor can do for you: Evaluate your transfer credit and apply it to your degree program; explain catalog regulations; provide academic counseling; refer you to other sources for assistance with study skills, tutoring, and any other reference necessary; clear you for graduation; and explain GSU policies.

Advising tips:

- Make an appointment with your advisor within your first semester at GSU
- Have syllabi available for possible additional transfer credit
- Request a final transcript from your former institution (forward to the Admissions Office)
- Plan ahead and be prepared

Who is my advisor?

You are assigned an academic advisor according to the first letter in your last name. There are currently five undergraduate counselors in the Office of Undergraduate Academic Assistance. Advisors name and their assigned alphabet are as follows: asktheRCBadvisor@gsu.edu

(A-C) Joyce Cox — jcox@gsu.edu

(D-H) Jessica Obenschain - jobenschain@gsu.edu

(I-M) Carmen Owens - cowens9@gsu.edu

(N-Si) Lisa Raines — lraines@gsu.edu

(Sj-Z) Vanessa Bard - vbard@gsu.edu

How do I meet with my advisor?

While advisement is not mandatory for RCB students, it is a good idea to meet with your counselor regularly. If this is going to be your first semester at GSU, it is very important for you to attend the INCEPT orientation program (call 404/413-1570). At INCEPT you will be introduced to the campus and meet other new business students, as well as attending a group advisement session to prepare you for registration. There are three other ways to speak with your counselor:

1. Scheduling an in-person appointment through a receptionist by calling 404/413-7115. By scheduling an appointment, you will be able to adequately prepare for your time together by reviewing your records before the meeting. All in-person appointments are allotted 30 minutes.

2. Scheduling a telephone appointment, also through a receptionist at 404/413-7115. This option is best for students who cannot come in person during office hours. Phone appointments are made in advance but take place over the telephone. Telephone appointments are allotted 30 minutes.

3. Coming to “walk-in” advisement, which is offered four times per week. This is for students who have brief questions (ten minutes or less) that do not require your counselor to have all your records. Walk-ins are on a first-come, first-served basis, and you may or may not see your assigned counselor.

Walk-in times are: Monday, Wednesday and Friday 10am—11am and Tuesday 2pm—3pm

Walk-in times are extended during some phases of registration

Print your own academic evaluation: <http://paws.gsu.edu>

Your responsibilities as a GSU student

Counselors are here to assist you. You are expected to be aware of university regulations, be knowledgeable about your degree requirements and be an active participant in the process.

How to request a review for transfer credit

Transfer credits are evaluated with the intention of using every possible transfer credit to fulfill course requirements at GSU. There are a number of limitations as to where and how certain courses may be used, and sometimes questions as to what was covered in a particular course. When appropriate, we will request that you submit a syllabus to be evaluated by a faculty member. If you feel that you have already taken a course that is still required, please schedule an appointment with your adviser after reviewing the frequently asked questions in the Request for Review of Transfer Credit Evaluation form.

http://www.cba.gsu.edu/resources/files/ouaa/transfer_credit.pdf

How to read your academic evaluation

Currently the Office of Undergraduate Academic Assistance uses an academic evaluation sheet to track a student's progress through the BBA program. Students are mailed an evaluation upon acceptance to the university after an academic advisor has performed a transfer evaluation, or upon receipt of a student's file from another college or the Student Advisement Center. For help in evaluating your evaluation please read the following:

<http://www.cba.gsu.edu/resources/files/ouaa/evaluations.pdf>

If you still have questions regarding your evaluation please make an appointment with your advisor

REMEMBER!

You are required to maintain a 2.5 GPA in all work attempted at GSU to be eligible for upper-level business courses. Unless you have attended GSU previously, the Enrollment Standard will not affect you until your first grades are reported. Your GPA at GSU is based only on coursework completed here.

Important Contacts

- Registrar:
www.gsu.edu/registrar
404/413-2600
- Admissions:
www.gsu.edu/admissions
404/413-2500
- Financial Aid:
www.gsu.edu/financialaid
404/413-2400
- Counseling Center:
www.gsu.edu/counseling
404/413-1640
- Career Services:
404/413-1820
www.gsu.edu/career
- Student Accounts:
404/413-2140
www.gsu.edu/studentaccounts

Campus Resources and Opportunities

RCB Honors Program

The honors program provides a cohort learning experience for top undergraduate Robinson College of Business majors who strive to excel academically and accept the challenge of becoming strong, exemplary global business leaders. For more information and an application please visit robinson.gsu.edu/rcbhonors.

Student Organizations

The best way to make friends and get the most of out college is to get involved in one of the many student organizations. Choose from over 150 chartered organizations. If you cannot find what you want, get a group of friends together and charter your own. Contact the Dean of Students at 404/413-1515 for more information.

Conflict Resolution

Trained Peer-Mediators are available for conflicts in which individuals or groups voluntarily request mediation. Contact the Ombudsperson Office at 404/413-2510 for more information.

Study Skills

Improve your note-taking, test-taking, time management, study skills, and stress management skills. Contact the Counseling Center at 404/413-1640 for Learning Assistance Services or visit them on the third floor of the Counseling Center.

University Robinson College of Business Honors Program

If you had at least a 3.3 in your previous transfer work, you may be eligible to take classes offered through the Honors Program. For more information and an application call 404/413-5517. There are two scholarships available each year to business students who participate in the Honors Program.

Math, English & Accounting Assistance

The math department offers assistance for lower-division courses in math and statistics, 404-413-6400. The English department offers assistance in any writing assignments for the university through the Writing Studio, 404-413-5840. For RCB courses, contact the individual departments for more information. Accounting offers assistance for Acct 2101 and 2102, tutoring@baggsu.com.

Important Contacts

- Testing Center
www.gsu.edu/testing
404/413-1749
- Incept:
www.gsu.edu/~wwwsta/incept
404/413-1570
- Parking:
www.gsu.edu/parking
404/413-9525
- Panther Card
www.gsu.edu/panthercard
404/413-9508
- University Bookstore:
www.gsu.edu/bookstore
404/413-9700
- Housing:
www.gsu.edu/housing
404/413-1800
- GSU Catalog
www.gsu.edu/catalog