

### University Advisement Center

Freshman, Sophomore & Junior Advisement  
25 Park Place, 4th floor (Arts & Sciences)  
25 Park Place, 5th floor (All other majors)  
404 413-2300 or 404-413-2630

### RCB Office of Undergraduate Academic Assistance

Senior Advisement  
55 Park Place NE, Suite 1201  
404 413-7115, 404 413-7119 (Fax)

Visit us on-line: [robinson.gsu.edu/undergraduate/advisement.html](http://robinson.gsu.edu/undergraduate/advisement.html) or send an email to [askthercbadvisor@gsu.edu](mailto:askthercbadvisor@gsu.edu).

*Georgia State University's J. Mack Robinson College of Business... a leader in business school rankings!*

*Check out how our programs stack up against the rest @ [robinson.gsu.edu/news/rankings](http://robinson.gsu.edu/news/rankings)*

**ARE YOU ONE OF US?**

## WHO IS MY ADVISOR?

You are assigned an academic advisor according to the first letter in your last name. There are currently five undergraduate advisors in the Office of Undergraduate Academic Assistance. Advisor names, their assigned population, and their email addresses are as follows:

### 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 all former institutions (forward to the Admissions Office).
- Plan ahead and be prepared!

Tracy Mitchell - (A-B) [tmitchell49@gsu.edu](mailto:tmitchell49@gsu.edu)  
Kim Bagneris - (C-G & J) [kbagneris@gsu.edu](mailto:kbagneris@gsu.edu)  
Carmen Owens - (H, I, K, L) [cowens9@gsu.edu](mailto:cowens9@gsu.edu)  
Vanessa Jones - (M-R) [vjones40@gsu.edu](mailto:vjones40@gsu.edu)  
Marchey Brown - (S-Z) [mbrown135@gsu.edu](mailto:mbrown135@gsu.edu)

## WHAT CAN MY ADVISOR DO FOR ME?

Your advisor can listen, interpret, suggest, encourage, and collaborate. The following are some things your advisor 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.

## HOW DO I MEET WITH MY ADVISOR?

### 1. Scheduling an in-person appointment:

Through the receptionist by calling 404-413-7115. It is advised to adequately prepare for your time together by reviewing your records before the meeting. Allotted 30 minutes.

### 2. Scheduling a telephone appointment:

Through the receptionist at 404-413-7115. This option is best for students who cannot come in during office hours. Phone appointments are made in advance and you are required to call in at your scheduled time. Allotted 30 minutes.

### 3. Coming to "Walk-In" advisement:

Offered five times per week. This is for students who have brief questions (ten minutes or less) that do not require your advisor to have all your records. Walk-ins are on a first-come, first-served basis, and you may or may not see your assigned advisor.

***\*No one gets you closer to Business than Robinson\****



Robinson

**RCB OUAA walk-in hours: Monday, Wednesday and Friday 10am-11am | Tuesday and Thursday 2pm—3pm**

*Walk-in times are extended during some phases of registration*

## Your responsibilities as a GSU student

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

### **ADVISORS ARE HERE TO ASSIST YOU!**

#### **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.

#### **HOW TO READ YOUR ACADEMIC EVALUATION (ACCESS VIA):**

<https://advisement.gsu.edu/self-service/academic-evaluations/>

The Degree Works Academic Evaluation is used to track a student's progress through the BBA program. For help in reading your evaluation, please see the following:

<https://advisement.gsu.edu/files/2013/05/anatomy-student.pdf>

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

### **REMEMBER!**

Business Foundation **Area F** must be satisfied with a **2.8** or higher GPA in order to register for 3000/4000 level courses. Your GPA at GSU is based only on coursework completed here and must remain above a 2.0.

## **IMMERSIVE AND EXPERIENTIAL LEARNING**

#### **Honors Experience in Business**

Students are placed in one-on-one mentor relationships with Robinson alumni who work for a variety of companies and can provide pivotal career guidance. Honors Experience in Business courses help students cultivate leadership skills by requiring them to take an active role in lectures and class activities. For more information and an application please visit <https://honors.gsu.edu/apply/>.

#### **Women Lead**

Women Lead equips female students to excel in school, enter the workforce with developed skills and find their place in leadership positions. Through discussion panels and company site visits, students can learn what executive leadership entails and how the panel participants, including Georgia State alums, got to their position. For more information and an application please visit [https://gsu.qualtrics.com/jfe/form/SV\\_9Mu0BRIt7L81bdX?Q\\_JFE=qdg](https://gsu.qualtrics.com/jfe/form/SV_9Mu0BRIt7L81bdX?Q_JFE=qdg).

#### **Panthers Accelerated Career Experience (PACE)**

PACE helps students build business skills and knowledge in the classroom. Students work together on assigned projects, applying that foundation to solve a real-world business issue with an assigned company. PACE is an invitation only course. Each semester an email will be sent to all Robinson students describing the course and asking that interested students fill out the application form attached to that email. If the student is eligible, he/she will be given authorization to sign up during the normal registration period.

#### **Panthers Immersion Programs**

Panthers Immersion Programs include [Panthers on Wall St.](#), [Panthers in the District](#), and [Panthers in the Valley](#). These programs provide Georgia State University students with immersive and experiential opportunities that accelerate their professional development. Through a highly competitive selection and professional development process, students who are admitted in the cohorts participate in a series of required workshops taught by subject matter experts. For more information and an application please visit <https://robinson.gsu.edu/panthers/>.