Mission: The College of Engineering and Computing Student Services Center will provide excellent academic advisement and student services through the implementation of an effective advisement model with operational and programmatic components that adequately address the academic, professional, and social needs of students.

Expectation of Students for Academic Advising:

Students should:

1) Read your Georgia Southern email as this is the only way your advisor can reach you
2) Always include your Eagle ID with every email sent to your advisor
3) Have a plan to obtain career goals
4) Schedule an appointment for advising during the regular advising season
5) Attend the scheduled advising appointment
6) Come prepared with Eagle ID card and a list of classes you are interested in taking
7) Ask and answer questions – remember the advising session is a conversation
8) Maintain all your advisement records. (a good place to store them is your SOAR Folders)
9) Complete any assignments your advisor suggests (i.e. place resume on Eagle Career Net)
10) Know your curriculum requirements: [http://catalog.georgiasouthern.edu/undergraduate/](http://catalog.georgiasouthern.edu/undergraduate/)
11) Know how to use University tools and resources at your disposal (i.e. GPA Calculator & “What If” in Degree Works & Catalog [http://catalog.georgiasouthern.edu/undergraduate/](http://catalog.georgiasouthern.edu/undergraduate/))
12) Use the course search to plan your next semester schedule: [https://my.georgiasouthern.edu/courses](https://my.georgiasouthern.edu/courses)
13) Register for your classes on your own, on-time, and online using WINGS

Contact the Departments responsible for any class you have Registration Issues with:

- Civil Engineering and Construction (912) 478-1894/Room # ENGR 1120
- Computer Science (912) 478-2727/Room # IT 2313
- Electrical and Computing Engineering (912) 478-5373/Room # IT 1313
- Information Technology (912) 478-4848/Room # IT 2120
- Manufacturing Engineering (912) 487-5761/Room # ENGR 2125
- Mechanical Engineering (912) 478-5761/Room # ENGR 2125
- Chemistry (912) 478-5681/Room # 2003C CHEM & Nursing Bldg.
- Geology (912) 478-5361/Room # Herty 1110B
- Physics (912) 478-5292/Room # Math-Physics 2005
- Calculus or other Math (912) 478-5390 Math-Physics 3008
- Other numbers can be found at College web sites [http://www.georgiasouthern.edu/colleges.php](http://www.georgiasouthern.edu/colleges.php)

14) Prepare for Internships**, Co-ops, and Employment Opportunities

- Set up a meeting with Bridges Adams in Career Services to finalize your resume and discuss Career Goals.
- Attend Resume Critiques, Mock Interviews, and Career Fairs to practice your networking skills.
- Apply to any relevant job Career Services, your advisor, a CEIT Department suggests or you see listed on Eagle Career Net.
- Check Eagle Career Net weekly for opportunities that may arise.

**Information Technology Majors are required to complete an internship:** [http://cec.georgiasouthern.edu/it/internships-jobs](http://cec.georgiasouthern.edu/it/internships-jobs)

**Construction Management majors are required to have an internship.**
15) **Use Tutoring and Mentoring Resources!**
- Peer Tutoring schedule across campus
  [http://students.georgiasouthern.edu/asc/tutoring/](http://students.georgiasouthern.edu/asc/tutoring/)
- Electrical Engineering Tutoring is in IT 1203
- Computer Science tutoring is in IT 2212
- IT Tutoring is in IT 2122
- See your professor! Their hours are posted on their Syllabus.

16) Research other majors and minors before switching:
- [http://academics.georgiasouthern.edu/fye/academics-101/majors](http://academics.georgiasouthern.edu/fye/academics-101/majors)
- [http://students.georgiasouthern.edu/career/students/choosing-a-major-exploring-careers](http://students.georgiasouthern.edu/career/students/choosing-a-major-exploring-careers)

17) Change your major or minor at this portal: [https://my.georgiasouthern.edu/portal/changemajor/comf.php](https://my.georgiasouthern.edu/portal/changemajor/comf.php)

18) Apply for graduation at least three semesters prior to graduation. Paperwork can be obtained from your advisor.

19) Know that every decision made is your own. Advisors **suggest** coursework and action plans to help you achieve your career goals. What you do with that information is ultimately your responsibility.

**What you can expect from your academic advisor**

You can expect me as your advisor to:

1) Effectively communicate the curriculum and graduation requirements for your major and university and college academic policies and procedures
2) Encourage and guide students as they define and develop realistic goals
3) Encourage and support students as they make academic progress according to their educational plans
4) Provide students with information about strategies for using the available resources and services on campus
5) Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
6) Monitor and accurately document students’ progress toward meeting their goals
7) Be accessible for advising students in meetings either in groups or individually during posted office hours, telephone, e-mail, or web access.
8) Assist students in gaining decision making skills and being proactive with their educational plans and achievements
9) Maintain confidentiality
10) Assist students in working closely with their professors and refer you to appropriate university sources as assistance is needed.
Georgia Southern University Campus Resources

Need advisement or have major course of study questions
College of Engineering and Computing
Student Services Center
1100 I.T. Drive
1st Floor, Room 1208
Phone: (912) 478-4877
Hours: Monday-Friday 8-5

Need Career Goal Development or Employment
Office of Career and Professional Services
Williams Center-Room 1047
Phone: (912) 478-5197
Fax: (912) 478-7233
careersv@georgiasouthern.edu

Need information on the Hope Scholarship, Loans, or other financial aid
Office of Financial Aid
Rosenwald Building - 2nd Floor
Georgia Southern University
Phone: (912) 478-5413
Fax: (912) 478-7418
finaid@georgiasouthern.edu

For Student records, catalogs, or calendar
Office of the Registrar
Rosenwald Building – 3rd floor
Georgia Southern University
Phone: (912) 478-5152
Fax: (912) 478-1448
Hours: Monday - Friday
8:00 am - 5:00 pm

For Self-help, relaxation, safe space, crisis intervention, or coping resources
Counseling Center
Williams Center
Georgia Southern University
Statesboro, GA 30460
Phone: (912) 478-5541
Fax: (912) 478-0834

Physician care, pharmacy, or health education
Health Services
984 Plant drive-Beside Southern Pines and across from the PAC
Georgia Southern University
Phone: (912) 478-5641
Fax: (912) 478-0792
health@georgiasouthern.edu

For Tutoring, Testing info and advising for Nontraditional Students
Academic Success Center
Cone Hall 2nd Floor
2254 Southern Drive
Phone: (912) 478-53718
Fax: (912) 478-598
asc@georgiasouthern.edu

For Tutoring Services
Cone Hall Room 2027 & 2029
Phone: (912) 478-5371
Hours: Mon. - Thurs. 10 am - 10:00 pm
Friday 10:00 am - 2:00 pm

The Office of Testing Services
Cone Hall Room 2031
Phone: (912) 478-5415
Fax: (912) 478-5988
testing@georgiasouthern.edu

Writing advice and how to improve paper drafts
University Writing Center
Henderson Library, 2nd floor near the Learning Commons
Phone: (912) 478-1413
Fax: (912) 478-1309
michaelp@georgiasouthern.edu
Hours: Monday-Thursday: 10 am - 6 pm
Friday 10 am - 3 pm
Computer lab opens at 8 am daily

Need Note Takers, Test Proctoring, Accommodation Letters, or AMAC information
Student Accessibility Resource Center
Cone Hall 2nd floor
Statesboro, GA 30460
Phone: (912) 478-1566
Fax: (912) 478-1419
Video Phone: (912) 225-9897
sdrc@georgiasouthern.edu
Hours of Operation:
Monday - Friday, 8 am to 5pm

For additional resources use the search box or Directory
http://www.georgiasouthern.edu