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/
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/ 
12) Use the course search to plan your next semester schedule: 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 478-1894/Room # ENGR 1120
✓ Computer Science 478-2727/Room # CEIT 2313
✓ Electrical and Computing Engineering 478-5373/Room # CEIT 1313
✓ Information Technology 478-4848/Room # CEIT 2120
✓ Manufacturing Engineering 487-5761/Room # ENGR 2125
✓ Mechanical Engineering 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 478-5390*Math-Physics 3008
✓ Other numbers can be found at College web sites http://www.georgiasouthern.edu/colleges.php
14) Prepare for Internships**, Co-ops, and Employment Opportunities
✓ Create your resume on Eagle Career Net.
✓ http://students.georgiasouthern.edu/career/our-office/eagle-career-net
✓ 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.
✓ Make contact with Dr. John O’Mally (478-5474) room #3400 I CEIT

**Information Technology Majors are required to complete an internship: 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 CEIT 1203
- Computer Science tutoring is in CEIT 2212
- IT Tutoring is in CEIT 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.
Need advisement or have major course of study questions

**CEC 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

**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**
Hebdnerson Library, 2nd floor
near the Learning Commons
Georgia Southern University
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