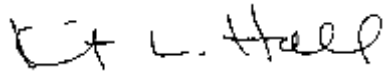


Introduction from President Kermit L. Hall

Good advising is critical to every student's success. This handbook provides specific information on the philosophy of advising and the guidelines to follow in working with students; as well as admission requirements, financial aid, registration policies and procedures, grading and academic standing, graduation requirements, special examinations, University Studies requirements, transfer articulation agreements, accessing student records, special academic programs, and academic support services. Additional information is also available about the various service components of the University.

Ultimately, the best measure of our advising is the success of our students. By using this handbook well, we serve our students well.



Kermit L. Hall
President, Utah State University

Message from the Director of University Advising and Transfer Services

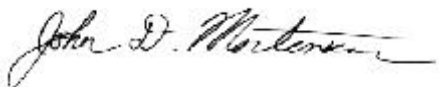
Dear Colleagues:

Advising is an essential activity that supports and enhances the personalized atmosphere we try to maintain at Utah State University. One of the top priorities of the Office of University Advising and Transfer Services (UATS) is to provide students, faculty, and administrative staff with accurate, up-to-date academic information about University requirements, policies, procedures, programs, and services.

The *Advisor Handbook* has been compiled to provide an easy-to-use reference book for advisors as they work with students. It is not intended to include all of the academic information concerning USU and its academic programs, which is available in other publications. It does, however, contain the information concerning policies, procedures, services, and resources most often needed for advising and helping students accomplish their educational objectives at USU. Please read and become familiar with the information in this handbook; it will increase your effectiveness as advisors.

I express my appreciation to the many faculty members, administrators, and staff members at Utah State University who assisted with the development of information and material for this handbook. The efforts of each individual have contributed toward the improvement of Utah State University's academic advisement program.

As advisors, you play a vital role in the success of the students at USU. I appreciate all you do to maintain the warm and friendly atmosphere we try to project at USU.



Sincerely,

John D. Mortensen
Director, University Advising and Transfer Services

