Utah State University has an award-winning academic advising program. The entire purpose is to help students think about and plan a course of academic study that is most in harmony with their goals. You are strongly encouraged to consult with your advisor at least once per semester to review your plans, consider if you are accomplishing your academic goals, and review other options.

Academic Advisors are very important resources at Utah State. If you have declared a major, your advisor is someone from your major department or college. If you are undecided about your major, you have been assigned to an advisor in the Office of University Advising. A directory of advisors is available at http://catalog.usu.edu. The important thing to remember is that every student has an advisor.

It is the responsibility of an advisor to:

1. Provide correct and current information about university, college, and departmental graduation requirements.
2. Where possible, know each student well enough to be aware of individual academic or educational needs, and know how these needs affect the student’s educational career goals.
3. Assist students in developing a course of study, including the selection of electives, which reflect the student’s academic background, course prerequisites, and educational goals.
4. Help students to understand the expected standards of achievement and likelihood of success in certain areas of study. Provide information about alternatives, limitations, and possible consequences of academic decisions.
5. Refer to available campus resources to meet individual needs.
6. Encourage students to review their progress toward a degree to assure early detection of problems.
7. Review, verify, and sign the student’s application for graduation.

The student’s responsibility as an advisee is to be an active participant in the process. In order to effectively use an advisor, you should:

1. Be familiar with the information in the USU General Catalog (online at http://catalog.usu.edu) and the Student Handbook/Planner prior to registration.
2. Seek help from your advisor when needed. It is your responsibility to initiate this meeting. You should schedule appointments a few weeks in advance, as it is unrealistic for most advisors to meet with students who just drop-in. Students should be prepared with accurate information and relevant materials.
3. Be prepared with a list of questions and concerns and an idea of classes you would like to take.
4. Become familiar with student services offices and student organizations on campus.
5. Ask questions! If you don’t understand a policy or procedure, ask questions until you do understand.
6. Know the academic calendar listed in the Student Handbook/Planner and online at http://catalog.usu.edu. Don’t miss deadlines.
7. Be familiar with your progress report (unofficial transcript), including your scholastic standing.
8. Be familiar with the degree requirements, which can be found in the USU General Catalog.
9. Collaborate with your advisor regarding class scheduling and degree plan changes.
11. Keep personal copies of schedules, drop/add forms, etc., as well as other important information regarding your academic progress.
12. Check your preferred email regularly.

“Why would I want to see my advisor?”
Reasons for contacting an advisor include:

- Ensuring that any academic records from other colleges, universities, and high schools (AP, CLEP, LANG) are transferred to and received by the Admissions Office for evaluation.
- Discussing problems which affect your academic performance.
- Selecting courses for the upcoming semester (during registration).
- Adding or dropping courses (during registration).
- Registering to take a course pass-fail or audit (during registration).
- Discussing academic progress.
- Declaring a major.
- Discussing requirements for a degree.
- Discussing career considerations.

Whether or not you use your advisor depends entirely upon you. Your advisor will not track you down for an appointment.

**UNDERGRADUATE GRADUATION REQUIREMENTS**

Bachelor’s Degree Requirements:

- Minimum 120 credits
- 100 credits minimum with C- or better grades
- 40 credits minimum in upper-division coursework
- 30 credits minimum taken at Utah State’s Logan campus or designated centers, or through classes offered by Regional Campuses and Distance Education through Utah State. A minimum of 20 of these credits must be completed in upper-division courses, of which at least 10 credits must be completed in courses required by the student’s major.
- 1 course in American Institutions (or equivalent AP or CLEP)
- Completion of University Studies: both general education and depth education
- Minimum 2.0 GPA (Most majors require a higher GPA)
- Major requirements: must complete all requirements for an approved program of study.
- Optional: 12 credits or more in a minor