Who is my advisor?

You are assigned an academic advisor according to the first letter in your last name. There are currently four undergraduate counselors in the Office of Undergraduate Academic Assistance. Advisors name and their assigned alphabet as well as their email addresses are as follows:

- Joyce Cox - (A-C) jcox@gsu.edu
- Robert McCloud - (D-H) rcmcloud@gsu.edu
- Carmen Owens - (I-M), cowens9@gsu.edu
- Lisa Raines - (N-S), lraines@gsu.edu
- Kendra Denmark - (T-Z), kdenmark@gsu.edu

What can my advisor do for me?

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

Office of Undergraduate Academic Advisement
35 Broad Street, Suite 315, Atlanta, GA 30303
404.413.7115/OFC - 404.413.7119/FAX

Visit us on-line: robinson.gsu.edu/undergraduate/ advisement.html or send an email to 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

ARE YOU ONE OF US?

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 your former institution (forward to the Admissions Office)
- Plan ahead and be prepared

1. Scheduling an in-person appointment through a receptionist by calling 404/413-7115. By scheduling an appointment, you will be able to adequately prepare for your time together by reviewing your records before the meeting. All in-person appointments are allotted 30 minutes.
2. Scheduling a telephone appointment, also through a receptionist at 404/413-7115. This option is best for students who cannot come in person during office hours. Phone appointments are made in advance but take place over the telephone. Telephone appointments are allotted 30 minutes.
3. Coming to “walk-in” advisement, which is offered four times per week. This is for students who have brief questions (ten minutes or less) that do not require your counselor to have all your records. Walk-ins are on a first-come, first-served basis, and you may or may not see your assigned counselor.
4. SKYPE advisement, is also available. SKYPE appointments are for the student whose schedule does not permit an office visit. You may SKYPE from your home/office and receive a 30 minute appointment with your academic advisor. When you schedule your appointment, just let the receptionist know you would prefer a SKYPE appointment.

How do I meet with my advisor?

While advisement is not mandatory for RCB students, it is a good idea to meet with your counselor regularly. If this is going to be your first semester at GSU, it is very important for you to attend the INCEPT orientation program (call 404/413-1570). At INCEPT you will be introduced to the campus and meet other new business students, as well as attending a group advisement session to prepare you for registration. There are four other ways to speak with your counselor:

Walk-in times are: Monday, Wednesday and Friday 10am—11am and Tuesday and Thursday 2pm—3pm

Walk-in times are extended during some phases of registration

Print your own academic evaluation: http://paws.gsu.edu
Your responsibilities as a GSU student

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

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 after reviewing the frequently asked questions in the Request for Review of Transfer Credit Evaluation form.

http://robinson.gsu.edu/files/2012/08/transfer_credit.pdf

REMEMBER!

Business Foundation Areal F must be satisfied with a 2.8 or higher GPA in order to register for 3000/4000 level courses. Unless you have attended GSU previously, the Enrollment Standard will not affect you until your first grades are reported. Your GPA at GSU is based only on coursework completed here and must remain above a 2.0.

How to read your academic evaluation

Currently the Office of Undergraduate Academic Assistance uses an academic evaluation sheet to track a students progress through the BBA program. Students are mailed an evaluation upon acceptance to the university after an academic advisor has performed a transfer evaluation, or upon receipt of a students file from another college or the Student Advisement Center. For help in evaluating your evaluation please read the following:

http://robinson.gsu.edu/files/2012/08/evaluations.pdf

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

Campus Resources and Opportunities

RCB Honors Program

The honors program provides a cohort learning experience for top undergraduate Robinson College of Business majors who strive to excel academically and accept the challenge of becoming strong, exemplary global business leaders. For more information and an application please visit robinson.gsu.edu/rcbhonors.

Student Organizations

The best way to make friends and get the most out of college is to get involved in one of the many student organizations. Choose from over 150 chartered organizations. If you cannot find what you want, get a group of friends together and charter your own. Contact the Dean of Students at 404/413-1515 for more information.

Conflict Resolution

Trained Peer-Mediators are available for conflicts in which individuals or groups voluntarily request mediation. Contact the Ombudsperson Office at 404/413-2510 for more information.

Study Skills

Improve your note-taking, test-taking, time management, study skills, and stress management skills. Contact the Counseling Center at 404/413-1640 for Learning Assistance Services or visit them on the third floor of the Counseling Center.

Math, English & Accounting Assistance

The math department offers assistance for lower-division courses in math and statistics, 404-413-7555. The English department offers assistance in any writing assignments for the university through the Writing Studio, 404-413-5840. For RCB courses, contact the individual departments for more information. Accounting offers assistance for Acct 2101 and 2102, tutoring@bapgsu.com.