

Department of Psychology Academic Advising Form

Student Name (last, first): _____

Student UIN: _____

Date viewed online Psychology Major Declaration Session: _____

Please specify "second" if psychology should be listed as a 2nd major: _____

Student must read and initial each statement for the Advisor Block to be lifted.

I have been advised of the following:

- _____ 1. "To take full responsibility for learning about opportunities and resources that help formulate academic and career plans and to gather the information needed for the successful completion of all graduation requirements." Old Dominion University Catalog
- _____ 2. "To develop student awareness and understanding that decision-making in the advising process is based on student responsibility and to promote understanding of University values as articulated in the University's mission statement." Old Dominion University Catalog
- _____ 3. Old Dominion University catalogs can be viewed online at www.odu.edu.
- _____ 4. Each semester I am responsible for reading the News from Leo Online, so that I am aware of the important information and policy changes from the University Registrar.
- _____ 5. I am responsible for regularly checking the Advising Website: <https://www.odu.edu/psychology/advising> and for regularly consulting on my degree progress with my academic advisor.
- _____ 6. I am responsible for completing Lower Division University General Education Requirements, Upper Division University General Education Requirements, and the requirements for the Major in Psychology as described in the Old Dominion University Catalog.
- _____ 7. I have obtained a copy of the Requirements for a B. S. Degree in Psychology Curriculum Sheet.
- _____ 8. The Requirements for a B. S. Degree in Psychology Curriculum Sheet has been explained to me, and I have been given the opportunity to ask questions concerning my degree requirements.
- _____ 9. Individual academic advising is available during designated walk-in hours. Hours and procedures are posted on the Academic Advising Bulletin Board across from MGB 246 and on the advising website. Times are limited and I have been warned not to wait until the last minute to conduct my business. Lack of preparation on my part does not constitute an emergency for my academic advisor.

- _____ 10. I must bring an **updated unofficial copy of my transcript** (available on Leo Online) with me to meet with an advisor. No transcript = No Advising
- _____ 11. Advisor holds do not prevent me from viewing or printing my transcript, and I will not be advised without a transcript. My academic advisor can only remove an Advisor hold and has no control over any other hold.
- _____ 12. The Chief Departmental Advisor/other psyc advisors is the advisor for all students with 30 or more earned hours and first semester transfer students.
- _____ 13. I **should** attend Graduation Advising the semester BEFORE I intend to graduate. The psychology advising schedule is posted on the Academic Advising Bulletin Board across from MGB 246 and on the advising website. It is my responsibility to ensure that my **Degree Works** report matches the information my advisor and I discuss via the Graduation Advising Worksheet.
- _____ 14. I am responsible for obtaining the information regarding University graduation requirements and procedures that is outlined in the Registrar's website and the University Catalog.

Student Advising Record

Date	Advisor	Action

I have received a copy of this form.

Signature: _____ Date: _____

Advisor Signature: _____ Date: _____