School of Humanities and Social Sciences
Advising Policies and Expectations
2014-2015 Academic Year

Advisor: Cherie Dolehanty or Lauren Little
Office: Tom Raper 115
Phone: (765) 973-8484
Advising: By Appointment, M-F 8:00am-5:00pm
Email: hssadv@iue.edu

Advisor Responsibilities
Your advisor will:

• Communicate curriculum, program/graduation requirements, and University policies and procedures
• Encourage and guide you in developing realistic goals
• Work with you to assess your academic performance to ensure it is consistent with your academic goals
• Be available to answer questions through scheduled meetings or email communication
• Refer you to campus offices and services as appropriate
• Maintain accurate records of your meetings and maintain confidentiality
• Assign a faculty member from your chosen major to advise you through your upper level coursework

Student Responsibilities
It is your responsibility to:

• Schedule and attend advising appointments each semester
• Be prepared for each session by bringing a list of questions and possible course selections
• Be active, invested, and responsible participants in the advising process
• Become knowledgeable about campus policies, procedure, and resources
• Be open and willing to consider the options suggested
• Check your IU email regularly – all official communication from the University will come to you via email
• Use professional language when speaking to or emailing your advisor – use your student ID number and full name in email communications
• Accept responsibility for your academic success

Policies and Procedures for Advising

• Appointments are scheduled by calling HSS secretary at (765) 973-8484 or emailing hssadv@iue.edu
• HSS requires students to make advising appointments at least 24 hours in advance (no same day appointments, no “walk-in” appointments)
• Be prepared and on time for your appointment. Arriving more than 10 minutes late may result in rescheduling
• If you are unable to keep your scheduled appointment, please call the HSS office as soon as possible
• It is inappropriate to use your cell phone or other devices during your appointment. Please turn them off when you arrive at the advisor’s office
• An advising hold will remain on your account until you meet with your advisor – you will not be able to register for classes until the hold is removed – please plan ahead
• Emails and phone messages will be responded to Monday-Friday, 8:00am-5:00pm.