Student Handbook

THEATRE

**Advising**

All theatre students will be assigned an advisor from the Theatre faculty. Your advisor is there for you throughout the semester, not only to advise on courses, but also to give career or academic guidance, help solve academic, professional and personal problems, and guide you through the program to graduation.

**What you should know about advising**

**Link to the WCU Advising Center page:** <http://www.wcu.edu/12173.asp>

1. When registration will begin for you. This is the date you can actually sign up for classes.
* Honor’s College students and certain groups have priority registration dates.
* Remaining dates are in accordance with your year or class standing; after Honor’s College students, registration will open next for Seniors, followed by Juniors, Sophomores and then Freshmen. The Advising Center link will provide specific dates each semester.
1. In order to register you must have your ALT PIN # - which changes every semester, and will be supplied by your advisor. You will NOT receive the ALT PIN # until after you have been advised.
* The university sets aside one day each semester exclusively for advising. There are no classes or events unrelated to advising scheduled on this date. The School of Stage and Screen holds a MANDATORY meeting on the morning of advising day, where we will provide you with information about new courses offered and other events or announcements specific to the department. We then hold breakout sessions specific to your major or concentration.
1. Schedule an appointment to meet with your advisor. Advisors will schedule appointments via email or through signup sheets posted on advisor’s office door. Check with your advisor for his or her policy.
2. In preparation for you advising session you MUST:
* Print your Detailed Degree Evaluation from MyCat. Instructions are found at the WCU Advising Center page.
* Download the 8 semester plan for your degree. A link to the 8 semester plans is provided on our “quick links” page.
* Create your own semester-by-semester plan and a specific proposed schedule, by semester, detailing how you will complete your requirements. This will include Liberal Studies courses. Check course listings for day/time/seats available through MyCat. Update this every semester based on the courses you have taken.
* Remember that ALL majors are required to participate in the practicum courses every semester
	+ Freshman: THEA 170 one semester
	+ Sophomore & Junior: THEA 270 two semesters, repeatable up to four semesters
	+ Senior: THEA 370 one semester
	+ Corresponding MPTP practicum hours may be substituted when necessary. Check with your advisor.

Bring to your advising session:

* Printed detailed Degree Evaluation
* Your proposed plan for the upcoming semester
* Your revised 8 semester plan
* If you do not have all three you will need to reschedule your appointment. Make two copies – one for your personal folder and one for your advising folder.

At the advising session:

* We will record your course of action and add it to your advising folder.
* You will be asked to sign and date a form indicating you are aware of and agree to the course of action. This will be placed in your advising folder.
* You will be given an Advisor Evaluation form to fill out and return to the School of Stage & Screen Office Manager (Melody Huddleston).

**It is your responsibility to follow the correct 8 semester plan as closely as possible to ensure that you are proceeding toward graduation in a timely fashion. Not every course is offered every semester, and course schedules are arranged according to the 8 semester plans to avoid conflicting with Music, Dance, MPTP and Liberal Studies. Deviating from the plan may cause you to delay graduation or go over your maximum hours (140), resulting in a tuition surcharge (penalty fee).**

**The advising session is meant to provide an opportunity for you and your advisor to “check in” regarding your progress as a student and to discuss any issues or questions. Course scheduling should only be a portion of this session, so it’s important you come prepared.**