ADVICEMENT OF STUDENTS

Students are assigned an advisor once they enter the Division of Business. All assignments are made according to a student’s concentration first and then according to faculty load. Each student is required to meet at least two times each semester with his or her advisor.

The Division of Business seeks to empower students by providing them with the guidance and information needed to make informed decisions about their academic future. The advising process is designed to supply students with both the academic and administrative knowledge required to successfully matriculate towards graduation.

Advisors

Mr. Alfred Worthy  Accounting Concentration / Business Admin Misl
Mr. Richard Frederick  Management Concentration / Business Admin Misl
Dr. Sujata Sinha  Business Administration Majors
Mr. Berry Cooper  Information Systems Concentration / Business Admin Misl

Advising Process

Students are required to meet with their advisor at least twice a semester. Students are required to come with the following information and retain a copy for their records:

1. Their need sheet (Both general core course requirements and divisional requirements.)
2. A current copy of their transcript (This can be obtained from the Administrative Assistant within the Division of Business.)

Advisors should:
• update all general information about the student,
• determine how the student is progressing towards their goals,
• determine if the student needs help in any area both academically and administratively,
• maintain a record of all discussions during each meeting.

It is the primary goal of each advisor to provide all students with the information needed to insure success when carried out by the student.

Advisors are required to submit the updated general information sheet, a current copy of the student’s transcript and an updated copy of the students needs sheet (general and divisional) to the Division Chair for his or her signature after each meeting. No student will be allowed to register for upcoming classes in any module until this information is obtained by the Division Chair.