Academic Advising

The Academic Services Center (ASC) is located in room 207 in BU Sargent College. Come here first when you have questions. The ASC has great resources and we can help you with many important BU procedures such as registration and graduation. You are welcome to drop by room 207, send a message <sarugrad@bu.edu> or call 617-353-2713 to make an appointment and meet with an academic counselor. There is also a wealth of useful information on our website www.bu.edu/sargent/current-students/ The ASC team includes:

- **Katelyn Flaherty** is the Senior Staff Coordinator
- **Heather Nicholson** is the Academic Counselor for Freshmen and Sophomores She works with students who want information about minors, study abroad, transfers within Sargent and from CGS.
- **Deborah Claar** is the Academic Counselor for Juniors and Seniors. She coordinates dual degrees, intra-university and external transfers and the Sargent Honor Society.
- **Sharon Sankey** is the Assistant Dean for Student Services.
- **Melanie Matthies** is the Senior Associate Dean for Sargent College

**Peer Mentors:** We have a successful, longstanding peer-mentoring program. A student volunteer will be matched to you and will offer advice about campus life, area resources and effective study techniques.

**Your program's director can help with specifics about your major:**
- **Behavior & Health**  Prof. Wendy Coster  [ot@bu.edu]
- **Health Science**  Prof. Eileen O’Keefe  [hscience@bu.edu]
- **Human Physiology**  Prof. Judy Schotland  [hphys@bu.edu]
- **Nutrition**  Prof. Michele Debiasse  [debiasse@bu.edu]
- **Physical Therapy**  Prof. Diane Heislein  [pt@bu.edu]
- **Speech, Language & Hearing Sciences**  Prof. Ann Dix  [slhs@bu.edu]
- **Undeclared**  Prof. Melanie Matthies  [matthies@bu.edu]

**Your faculty advisor is listed on the Student Link or check with the ASC. With the academic counselors, they:**
- Monitor your academic progress within the department and program towards graduation requirements.
- Help with course selection and registration
- Serve as a resource for career, research and/or professional issues
- Can be asked to consider writing a recommendation letter for you

**Key dates on the Academic Calendar for Fall, 2016:**

- **September 6**  Classes Begin
- **October 10**  Columbus Day Holiday, No Classes
- **October 11**  Substitute Monday Schedule of Classes
- **October 21-23**  Parents Weekend
- **November 23 – 27**  Thanksgiving Recess
- **December 12**  Last Day of Classes
- **December 13 – 15**  Study Period
- **December 16**  Final Exams Begin
- **December 21**  Final Exams End
GUIDELINES FOR ADVISING
You have many options for getting advice from people at Sargent and BU. Here are some suggestions:

a) Be proactive about exploring your interests and options. Talk to your peer mentor; use the BU website, the BU Bulletin and departmental manuals for information. Ask questions as soon as an issue arises; procrastination can cause a small glitch to become a major problem. Refer to www.bu.edu/sargent/current-students/academic-services-center/ to see your resources.

b) Go to established office hours or get an appointment. You are welcome to drop by the ASC (room 207) but stopping by someone’s office unexpectedly can cause frustration for everyone.

c) Acknowledge that making decisions and completing your degree is your responsibility. Let others help you with advice and support in this process by preparing for your meetings.

d) Work hard towards your goals but be brave about re-evaluating these if they don’t seem to be fitting in your aspirations for your life/career. Brainstorming with your advisors will help you.

DEGREE ADVICE
Degree Advice Reports are available to students via the Student Link. The report provides a snapshot of the progress you are making towards degree completion and helps you prepare for advising appointments.

- Students should check their Degree Advice reports periodically for updates resulting from AP credits, registration, completion of BU courses, transfer credits or other program changes.
- Check www.bu.edu/academics/policies/advanced-placement-credit for information on AP, IB etc.
- Degree Advice is not a substitute for substantive discussion with the advisor nor does it certify students for graduation but it can help you assess your academic progress.

MINORS
Check for available minors: www.bu.edu/academics/degree-programs. Contact the Health Science program phminor@bu.edu for advising on the Public Health Minor and with Heather Nicholson for assistance on all other minors. Minors must be formally declared to be recognized by the BU Registrar and planning is key so begin this conversation early in your academic career.

ACADEMIC CONDUCT
Every year, a few Sargent students are accused of cheating, plagiarism, or some other form of academic dishonesty. Do not risk your professional reputation as the penalties for misconduct include receiving a failing grade in the course, probation or expulsion from Boston University. Sargent students must comply with all of the rules: www.bu.edu/academics/resources/academic-conduct-code/ or risk harsh sanctions.

KEY RESOURCES

✓ BU Sargent College Website is a great resource for information about academic programs, degree requirements, policies and procedures. Each department has its own section: www.bu.edu/sargent

✓ BU LifeBook provides rules and guidance about living life as a respectful and responsible member of the Boston University community: www.bu.edu/dos/policies/lifebook/

✓ Student Health Services is located at 881 Comm. Ave., West. Their phone is 617-353-3575. Please see also www.bu.edu/shs and the Behavioral Medicine Center (617) 353-3569; a Counselor is available for emergencies 24 hours per day (www.bu.edu/shs/behavioral/).

✓ Office of Disability Services can be reached at (617) 353-3658. See also www.bu.edu/disability

✓ Educational Resource Center offers free peer tutoring services and helpful seminars on study skills, time management and other helpful topics. Call 617-353-7077 or check www.bu.edu/erc

✓ The BU Center for Career Development www.bu.edu/careers/ has relevant information and services for freshmen through alumni.

✓ The University Service Center is designed to help members of the university community who have questions or problems of a unique or complex nature. They can be reached at 617-358-1818 or www.bu.edu/usc