This form must be used by all Faculty interested in performing walk-in or curriculum advising (beyond the 6-hour/semester advising requirement for Full-time faculty). Initiation of the approval process and receipt of approval from all appropriate parties does not guarantee that a faculty member will be scheduled or staffed as an advisor. In an effort to meet the needs of students, scheduling and staffing of individual faculty members by the Academic Advising Department for all methods of advising (walk-in advising at Main Campus and Regional Centers & curriculum advising performed in faculty/departmental offices) is based upon multiple factors, including completion of required training, anticipated staffing needs, faculty seniority, faculty availability, and work load. As soon as possible, the Academic Advising Department will notify faculty members of staffing and scheduling decisions and any related details.

**Contact and Semester Information (***type/write in blank boxes only)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **College ID # (J#):** |  |
| **E-mail Address:** |  | **Semester/Year (***Fall, Spring, Summer I or Summer II + year):* |  |
| **Office Telephone #:** |  | **Division:**  *(BT, LS, MSHC, or ESS)* |  |
| **Mobile Telephone #:** |  | **Academic Department:**  *(please type name)* |  |
| **Courses Assigned** (*please list*): |  | **Other Assignments** *(LLAB, etc.)***:** |  |

* *After above section is completed by faculty member, form must be printed, signed and dated below, and submitted to Department Chair for circulation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**Approval Review**

*Please circulate in the order indicated below, starting with Dept. Chair. Check approved or not approved, sign, and date.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name (print)** | **Approved** | **Total # of Hours**  **Approved** | **Not Approved** | **Signature** | **Date** |
| **Depart Chair** |  |  |  |  |  |  |
| **Division**  **Dean** |  |  |  |  |  |  |
| **Academic**  **& Student**  **Success** | Office of Academic & Student Success  (Room M2-34) |  |  |  |  |  |
| **Asst. Dean of ESS** | Larry Arrington  (Room BG-12L) | * Drop-In Advising * Career Program Advising | |  |  |  |