Advisement Agreement

This document is for new graduate students. The attempt is to collect information from several sources and present it to you as one single document in an effort to avoid some known pitfalls. As a new graduate student you should be aware of the program policies and procedures before you begin taking courses. Some advisors may require you to initial at the bottom and return before any advisement will take place.

1. The Graduate Bulletin (also referred to as the graduate catalog by some):
   a. The Graduate Bulletin is the ultimate authority on all program requirements. You are expected to download and save a copy for future reference. PDF versions can be downloaded from the Graduate Studies web page: http://www.jsu.edu/graduate
   b. You are held accountable for meeting the program requirements in the bulletin that is in effect when you are admitted. You may elect to follow the requirements in a newer bulletin, but you may not follow the requirements from a past bulletin. It is your responsibility to know which bulletin you are to follow.
   c. You are responsible for being aware of and following the admission requirements. All admission documents are collected and evaluated by the Office of Graduate Studies. No one in the HPER department has any role in admissions. All questions regarding admissions should be directed to the Office of Graduate Studies.
   d. You are responsible for being aware of the program of study, sometimes called a program check-sheet. The program of study found in the bulletin will identify the courses and hours needed for completion.
   e. You are responsible for being aware of any requirements beyond coursework. Some programs require a thesis, comprehensive exam, or “problems paper.” Currently, most of our Master’s programs require a comprehensive exam and our Educational Specialist programs require the completion of a “problems paper.”

2. Registration/BANNER:
   a. Registration (adding and dropping courses) is done through a computer system called BANNER. Students and faculty access BANNER through the website: http://myjsu.edu
      To login to MyJSU for the first time, go to http://my.jsu.edu and click on the link that reads, “How do I get a user name and password? Click Here” BANNER also has other features that allow you to see your transcripts and track your progress, make payments and track financial aid, and access other useful JSU information. You should familiarize yourself with it.
   b. When you are ready to register:
      i. You should complete a trial schedule and submit it to your advisor. He will scan it for obvious errors and sign it if none are found. Once signed, he will give it to the HPER secretary will then clear you to register through BANNER. There are versions of the trial schedule found on several web pages like the Graduate Studies web page and the Registrar’s web page. There is also a copy attached with this document that can be typed in and saved. You should keep a copy on your hard drive. Trial schedules must
include your name, student number, semester, courses, and a signature/typed name or initials.

ii. Once you are cleared, you must login to BANNER and register. You can see a step by step description of how to register here: http://www.jsu.edu/reginfo.html

Important: Sending your schedule to your advisor does NOT register you for classes. You still must register online for yourself.

3. Email:
   a. You are responsible for checking your GEM account periodically. Important University announcements and instructor announcements from your online courses will be sent to your GEM email account. You can learn how to access your account here: http://gem.jsu.edu
   b. When you send emails to an instructor you should make sure the tone is respectful and professional. You should also include your full name and a detailed description of the email subject. What course are you in? To which assignment/test are you referring? When you are emailing your advisor about an advisement related issue it will expedite the process if you include your student number, program, and bulletin term under which you were admitted. For example:
      
      John Doe
      000-55-5555
      Masters – Teacher Education
      2012-2013 bulletin

4. Technology:
   It is your responsibility to ensure that you have an understanding of and access to, the technology necessary to succeed in an online environment. HPER Instructors are not responsible for teaching you computer skills; they are responsible for teaching HPE content. You should ensure that you have the skills and technology to succeed BEFORE enrolling. For detailed information concerning the computer specs and skills needed, visit the distance education web site: http://www.jsu.edu/distance Online learning is not the best choice for everyone. If you cannot access or understand the technology needed, DO NOT enroll in an online program.

5. Academic Honesty:
   a. You are responsible for understanding and following the policies of the:
      i. University: http://www.jsu.edu/studentaffairs/handbook.html
      ii. College: http://www.jsu.edu/edprof/policies.html

6. Time table:
   While this is in the bulletin, it deserves special attention. For graduate courses, there is a 6 year time limit. Any course taken over six years prior to graduation cannot be used to meet graduation requirements. In other words, you need to graduate within 6 years of starting.
7. Important Dates:
   a. It is your responsibility to know the dates for registration, dropping or adding courses, etc...
      This information can be found on the “academic calendar” found here:
      [http://www.jsu.edu/academic_calendar.html](http://www.jsu.edu/academic_calendar.html) It can also be accessed in MyJSU.
   b. If you miss the last day for registration, you might be able to register late, but you will have to contact the Registrar’s office to inquire about the process. It can be time consuming and burdensome, but you must take care of it. Your advisor can NOT do anything to get you enrolled after the last day to register.

8. Financial aid:
   a. The HPER department plays no role in financial aid. ALL questions regarding your financial aid status and/or payments should be directed to the Office of Financial Aid:
      [http://www.jsu.edu/finaid](http://www.jsu.edu/finaid)
   b. While these policies are listed in the bulletin, they are worth citing again:
      i. If you are a traditional master’s student, financial aid cannot be obtained for undergraduate courses. Occasionally someone will only need 3 hours to graduate, but they will take 6 to get financial aid. If you do that, the additional 3 hours must be graduate level.
      ii. If you are dropped from your classes because your financial aid is late, you are responsible for getting reenrolled. You should contact the Registrar’s office to inquire about the process. It can be time consuming and burdensome, but you must take care of it. Your advisor can NOT do anything to get you reenrolled.

9. Your advisor will answer your questions the best he/she can and give you the best advice possible. However, you are earning this degree and you are ultimately responsible for ensuring that you meet the requirements set forth in the Graduate Bulletin.

What you should NOT expect your advisor to do:
1. Make out a schedule for you.
2. Check-up on you to ensure that you actually registered for the courses you listed on your trial schedule form.
3. Email you to warn you of upcoming registration due dates. That information is posted in on JSU’s website in multiple places.