

CRIMINAL JUSTICE ADVISING INSTRUCTIONS

1. Your advisor is listed on your degree evaluation, which can be found on My Westfield. You can also find your advisor posted on the bulletin board opposite the CRJU dept. office in HMC. It is your responsibility to find out who is your advisor
2. Each faculty member has between 50-60 advisees, so please follow these and your advisor's instructions.
3. The advising schedule provided on the registrar's office website and in the course listing booklet
4. The department administrative assistant cannot and will not provide PINS
5. Faculty other than your advisor may provide you with your PIN at their discretion but are not required to do so. They do not have immediate access to your PIN. **It is a real imposition to ask a faculty member who is not your advisor for your PIN.** Please avoid doing so. THE SAME IS TRUE OF THE DEPT. CHAIR
6. Do not e-mail your faculty advisor and ask to make an appointment. Go to his or her office to find out his or her advising times and procedure for advising. Most of us do not schedule appointments and advise on a first come/first served basis
7. Have an advising form filled out, which can be found on the registrar's website, on the back of the course schedule or in the CRJU dept. office, before you see your advisor
8. **Freshman go to the Advising Center in Parenzo for advising and your PIN, not your CRJU faculty advisor**
9. Sophomores go to Parenzo for Peer Advising before seeing their CRJU faculty advisors for their PINS
10. Juniors and Seniors go to their CRJU faculty advisors for their PINS. If you are graduating and not registering for fall classes you do not need to see your advisor
11. Courses with a section number that begin with 5 (eg 501, 502 etc) are for Continuing Ed. students and are not open to day students. There is one week when you can register for Continuing Ed. courses. Check the course booklet

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