

# ADVISING

Dear advisees,

Please note that all students must be advised and have their records cleared before they can register for classes. This is because we want to make sure that you make a good progress towards graduation.

## I will be happy to advise you

- in person during my office hours or by appointment
- via email ([mtrutsch@lsus.edu](mailto:mtrutsch@lsus.edu))
- by phone (318-797-5131)

## Please, be prepared for advising. You need to...

- decide how many credits and courses you would like to take.
- review the schedule for the next semester (<http://compass.lsus.edu>).
- prepare your curriculum worksheet (Excel) that I or one of my colleagues provided you with last semester by updating it with courses/grades taken and in progress and bring it with you to advising as well as email it to me (please, put "\*\*\*\*Advising\*\*\*\*" in the subject).

If you do not have a curriculum worksheet, let me know your concentration and the catalog year to be applied to your degree<sup>1</sup> and I will be happy to generate a curriculum worksheet for you.

Re-entry and transfer students must be fully admitted by the Admissions and Records Office (located in the Administration Building) before being able to register.

Note that you do not have to complete current semester before registering for the next semester(s). If it happens that you have to retake a class (I hope that you do not have to do that), you can still make changes to your schedule. I want to make sure that you get the courses that you need and you can secure them by registering early.

Please, let me know if you have any questions. Looking forward to advising you.

Dr. Trutschl :-)

<sup>1</sup> You may choose any calendar year since you declared the CSC major/concentration.

**I am your advisor, please, see me. My colleagues have their own students to take care of.**