Westminster College School of Business – Advising Contract

Name: _____
First Name Middle Initial Last Name

WC Start Date: _____ **Anticipated Grad Date:** _____

Major(s): _____ **Minor:** _____

Advisor: _____

I have read and understand the following and agree to abide by them: ✓

1. Ultimately, I am responsible for my academic career. _____

2. As a major in the School of Business:
   a. An advisor will be assigned based on major/interest. _____
   b. Advisors may be changed. Change of Advisor form is available from Registrar. _____

3. Responsibilities of major:
   a. Scheduling advising meetings with advisor each semester. _____
   b. Understanding the School of Business handbook. _____
   c. Studying College Undergraduate Catalog, this is the ultimate authority. _____
   d. Confirming necessary prerequisites are complete. _____
   e. Completing of ECO 220 and MTH 131 or BA 160 by end of sophomore year. _____

4. I understand:
   a. Advising meetings will be scheduled with the Administrative Assistant by announced deadline. _____
   b. Registration clearance will not be granted until scheduling and attending advising meeting. _____
   c. Failure to register on my assigned day may adversely affect my ability to graduate on time. _____

5. At advising meetings I am required to bring:
   a. Tentative schedule. _____
   b. Degree audit. _____
   c. School of Business handbook. _____

Signature: _____ **Date:** _____