Dillard College of Business Administration
Advising Center Policies

Fall & Spring Hours: Monday-Friday 8:00am-12:00pm and 1:00pm-5:00pm
Summer Hours: Monday-Thursday 7:00am-12:00pm and 1:00pm-6:00pm
By Appointment Only
Phone: 940-397-4668
Website: www.mwsu.edu/academics/business/centers/advise/advising-information

BEFORE APPOINTMENT
1. Schedule an advising appointment when class schedules are released.
2. Review the DCOBA Academic Advising Packet; degree plan; course descriptions, prerequisites, and co-requisites in the university catalog.
3. Know what courses are being offered by reviewing the timetable of classes.
4. Write down your current schedule and a tentative plan for next semester.
5. Prepare a list of questions for you and your advisor to discuss.

APPOINTMENT
6. Be prompt for your appointment (10 minutes or later forfeits appointment = ‘No Show’).
7. ‘No Show’ appointments grant week equivalent suspensions (e.g. Three ‘No Shows’ = 3 week suspension)
   *Call and/or email prior to appointment time for reschedule to be excused from ‘No Show’ penalty*
8. Consult with your advisor on issues related to:
   - academic progress
   - change in program
   - interest for study abroad
   - internships
   - courses to be taken at another institution
   - withdrawal from courses
   - withdrawal from university

POST APPOINTMENT
9. Consult with your advisor before making any changes to an agreed-upon schedule.
10. Be aware of drop/add deadlines and additional university requirements.
11. Explore university resources and take advantage of opportunities.

Attention: If you do not abide by DCOBA Academic Advising Center Policies, you may be asked to reschedule.