

Academic Advising for Open Option Majors
College of Arts and Sciences
University of Colorado at Boulder

James H. Murray, Academic Advisor
Office Location: Woodbury 109
Email: murrayjh@colorado.edu

Website: <http://spot.colorado.edu/~murrayjh/>

Welcome to CU-Boulder!

The goal of all academic advising is to help students make responsible decisions as they develop educational plans compatible with their potential and with their career and life goals. Since you cannot graduate with a degree in Open Option, my primary goal will be to assist you in selecting a major here at CU-Boulder. Once you declare a major, you will be assigned to a primary advisor in your declared major department.

In the meantime, here is what you can expect from me...

- Be available to assist you through appointments, by email, and by phone.
- Provide information that will help you make the best decisions possible for your educational goals.
- Help you to explore your interests, abilities, and goals and to relate them to academic majors.
- Clarify and explain Arts and Sciences curriculum requirements.
- Clarify and explain university policies and procedures.
- Listen to your questions and communicate effectively.
- Discuss any concerns or problems and brainstorm possible solutions.
- Offer advice on selecting courses and assist you in developing an academic plan that satisfies degree requirements.
- Refer you to campus resources as appropriate.
- Provide encouragement for you to be the best student possible.

...and here is what I expect of you.

- Schedule and attend advising appointments, arriving on time and prepared for your appointment.
- Read your CU e-mail and understand the content of the messages I send to you.
- Check your Degree Audit to track your degree progress.
- Ask questions if you do not understand something.
- Know and understand the information available in your CU catalog.
- Be aware of dates and deadlines and act accordingly.
- Utilize time management skills to plan ahead for future semesters.
- Inform me of problems/concerns as soon as they arise. The sooner you ask for help, the easier it will be to help you.

Appointments

The ONLY way to schedule an appointment with me is through the AAC website (<https://aacportal.colorado.edu/>) logging on with your Identikey and password. My availability may fluctuate throughout the semester. If you cannot find a time slot on a particular day that means my schedule is full. The earlier you plan ahead, the easier it will be to schedule an appointment at the time that best fits your schedule. If you need to cancel an appointment, you can use the website to do so. Please be respectful of my time and other students, and cancel at least 24 hours in advance of your appointment.

Quick Questions?

Not every situation warrants an appointment. If you have a quick answer question, feel free to email me. To insure your privacy, I will only respond to emails sent from your CU email account. It is helpful if you provide your student ID in the body of the e-mail, along with your question. If it is something we cannot resolve over email, I will direct you to schedule an appointment.

IMPORTANT DATES FOR FALL

Last Day to Add a Class:	August 31st by 11:59pm
Last Day to Drop a Class with Refund:	September 7th by 11:59pm

Additional Deadlines for Fall 2011 semester can be found here:

http://registrar.colorado.edu/calendar/calendar_fall11.html

IMPORTANT RESOURCES

AAC website (<https://aac.colorado.edu>)

- Schedule an appointment with your advisor, set up to declare a major/minor, and more.

Student Advising Website (<http://advising.colorado.edu>)

- Information on A&S degree requirements, majors and minors, transferring to another college at CU-Boulder (IUT), and downloadable petitions and forms.

My CU Info (<http://mycuinfo.colorado.edu>)

- Register for classes, check your Degree Audit, calculate your future GPA, get your unofficial transcript, check your CU email, and much more.

Faculty Course Questionnaire (FCQ) (<https://fcq.colorado.edu/UCBdata.htm>)

- Review course feedback related to undergraduate courses and instructors.

Office of the Registrar (<http://registrar.colorado.edu>)

- Registration info, academic calendars, transcripts, course reservation program, tuition classification.

Student Academic Support Services (<http://www.colorado.edu/SASC>)

- Information on tutoring assistance and study skills and time management workshops

Career Services (<http://careerservices.colorado.edu>)

- Provide assessments that help link your interests, skills and values to potential majors, job and internship search resources.

Disability Services (<http://www.colorado.edu/disabilityservices>)

- Assist with providing students with special needs appropriate campus accommodations.

Counseling Services (<https://counseling.colorado.edu/>)

- FREE individual sessions, online screenings, group workshops

Wardenburg Health Center (<http://www.colorado.edu/healthcenter/index.html>)

- Feel sick? This is the place to go.

FREE Tutoring is available in the residence halls! Fill out a form at your front desk.

Buff Essentials – Sept 26-30

<http://www.colorado.edu/buffessentials/>

Join us on Facebook! Search for “CU Boulder Open Option”

Check your CU Email daily! I’ll be sending more information soon.

HAVE A GREAT SEMESTER!