

## Frequently Asked Questions (Undergraduate Advising)

### Who is my advisor?

Joy Strong jstrong@aum.edu	Information Systems
Leann Reeves lreeves4@aum.edu	Accounting, General Business, Finance
Breanna Gentry bgentry@aum.edu	Entrepreneurship, International Business, Human Resource Management, Management, Marketing

### How do I schedule a meeting with my advisor?

Log in to your My AUM (my.aum.edu) account, and on the left hand side under the Launchpad is a link called "Advisortrac". Click on that link and it will direct you to the scheduling system.

### How often should I see my advisor?

Students must see their advisor before registering for classes. In October, we begin advising for the Spring semester. In February, we begin advising for Summer and Fall semesters. Students should see their advisor before registration begins in order to be ready to register as soon as the registration period begins. Students are only required to schedule an appointment with their advisor for advising for the coming semester. The office is always open for any questions or concerns students may have.

### How do I know it is time for advising?

You will be informed via EMAIL, Twitter, and Facebook that advising has begun. Therefore, it is extremely important that you check your AUM email daily for current notices, and to follow us on social media.

### How can I be put on the Waiting List for a closed Business course?

You may email your name, student number, course, CRN, and semester to cobua@aum.edu. You will then be added to the waiting list if you are eligible for the course. Check your emails frequently.

### How can I obtain a Grade Adjustment?

All currently enrolled, regularly admitted undergraduate students may delete a maximum of three course grades of "D", "F", or "FA" associated with their undergraduate degree program from the computation of their cumulative GPA. See your advisor to complete the necessary paperwork.

### How and where do I apply for an internship?

Start by speaking with Dr. Kimberly Johnson in the College of Business Student Engagement and Success. You will also need to consult with the Department Head of your major. Her email is kjohns36@aum.edu.