

**Auburn University at Montgomery**  
**College of Nursing and Health Science**  
**Department of Medical & Clinical Laboratory Sciences**

**Advising Policy**

Each student in the Department of Medical & Clinical Laboratory Sciences is advised by the Program Director and/or faculty in the department. The advisors will assist you with course registration and progress through your curriculum. The Department Head/Program Director can assist you with program-related issues. All registration, course drop/add, transfer course credits and other class participation forms must be reviewed with and approved by your advisor.

A primary role of each faculty member within the Department is to be available for advice, counseling, and support undergraduate students. It is your responsibility to meet with your advisor each term to receive your alternate pin for registration.

The purpose of the first meeting with your advisor is to give you and your faculty advisor an opportunity to discuss the overall program and for you to express any related concerns. If needed, your faculty advisor can help you to develop strategies to address specific academic issues or problems. Faculty advisors can be reached in person, via email or by telephone (see Faculty/Staff listing in Student Handbook). You are encouraged to schedule meetings with your advisor whenever you need assistance or guidance throughout the program. It is especially important for the student to come to an advising session prepared for the courses that they wish to register.

Appropriate and timely consultation with faculty advisors assists students in meeting administrative deadlines, avoids curricular errors and aids in the resolution of academic, professional or personal matters.

Forms that are used by faculty for student advising:

1. Advising Form
2. Curriculum Assessment Form
3. Grade Adjustment Form

Students setup an advising appointment with an advisor. The advisor gets an advising form and the students folder, if they have been advised before. If not, a new folder is setup on the student. The advisor uses the curriculum assessment form to provide students with courses that will guide the student through the program. For new students, the curriculum assessment is a means to evaluate the courses for transfer students and it also allows students to see what additional courses are needed prior to applying the MLS program.

If a student is not successful in a preprofessional course they can use the grade adjustment form. This removes the course from the GPA calculation. This form can be used for courses taken at AUM only and can be used for no more than three courses.