

Dear students,

I hope everyone is healthy and doing well. First of all, I wanted to let you know that this is my first quarter advising students because I only joined Louisiana Tech last Fall. So please bear with me and forgive me if I may not do things right. But I will try my best to learn and practice advising as effectively as other faculty. The upcoming advising is for Spring 2023 and Summer 2023 (if you plan to register summer courses).

1. I would like you to be prepared as much as possible before you come for advising. First, please examine [the generic curriculum sheet and projected course schedule \(BA psychology courses only\)](#) and refer to BOSS for information (e.g. your unofficial transcripts) about your personal curriculum progress toward your degree. Then identify the courses that are necessary for completion of your degree and make sure you have the proper prerequisites for these courses. Please also identify at least 1 to 3 “backup” courses in which to enroll in the case your desired courses are full by the time you register. Then, examine [the list of available courses](#) (please pay special attention to whether courses are full just before your advising appointment), and download and complete the [Advising Form](#) with those courses and any backups that you identify.
2. If you feel confident about the courses you’ll register and have no other questions, please simply send through email (dxie@latech.edu) the completed [Advising Form](#) (one for Spring 2023 and one for Summer 2023 if you are planning to register summer courses). If for any reason you cannot download and fill out the form, please just clearly label the Quarter and the classes in which you plan to enroll in the body of the email. If it looks good, I’ll review, unlock your registration, and confirm via email. If I have concerns or questions, I’ll email you and ask you to join me during virtual office hours via Zoom or in person (whichever works best for you).
3. If you are unsure of your plan, or you’d like to discuss your plan for classes for the upcoming quarters, or ask any other questions, please sign up for one of [the available appointment slots](#). You’ll have to log in to a Google account (I recommend your Tech Google account via suite.latech.edu) to access the sign-up process. Please still E-mail me your [advising form](#) and the questions you have before your advising appointment, then join that appointment! (**I reserve the right to ask you to reschedule the advising appointment to another time if you do not have this completed beforehand**).

Please indicate your preference of meeting format (zoom or in-person) when you sign up the appointment. If none of the proposed appointment slots work for you, simply email me with your availabilities and I will accommodate my schedule to find a time to meet with you through zoom or in-person meeting (whichever works best for you). If you choose zoom meeting, here is the link: <https://latech.zoom.us/j/8420337286> (You will be sent to a waiting room. I will admit you during your scheduled appointment time).

4. Please also check your BOSS account for any holds (I don't know where they show up, but perhaps you do) to ensure that a parking ticket or whatever doesn't get in the way of your being able to register.

5. PLEASE let me know if you're planning to graduate in the coming quarter. After advising, you will need to contact Michael Gilmore (mwgil@latech.edu) to make sure you are all set to graduate.

Please let me know if you have any questions. I look forward to working with you.

Sincerely,

Dr. Dong Xie