

Department of Geography-Anthropology
300 Bailey Hall
Gorham, ME 04038
Telephone: (207) 780-5321

The Advising Process for Geography-Anthropology Majors

As a student in the Geography-Anthropology department you will be assigned a faculty advisor who will guide you through your course of study and is available to answer questions about post-graduate employment and/or academic options. You must visit with your advisor before enrolling for courses in any given semester. It is your responsibility as a student to get in touch with your advisor via email or telephone to set up an appointment. Only after you have visited with your advisor will you be given a PIN that you can use to sign up for courses. If you cannot reach your advisor or he/she is out of town or on leave, you may call 780-5321 for further information.

1. Read the catalog to ensure that you are familiar with the department program and requirements. Majors must meet the requirements specified in the catalog dating to the year of matriculation as a degree candidate or any subsequent catalog. More information can also be obtained through: <http://usm.maine.edu/muskie/advising-0>.
2. Students are responsible for maintaining a department and core requirements checklist available from the department in 300 Bailey Hall or online through <http://usm.maine.edu/muskie/advising-0>. It must be updated prior to meeting with the advisor and a copy provided for the advisor's file.
3. University core requirements will be checked by the advisor and are verified by the office of the Dean of the College of Management and Human Service for graduation.
4. Requirements for the major should be taken in sequence. Advisors will see that students fulfill the intro-level requirements before moving on to advanced courses.
5. The Research and Writing Requirement involves the successful completion of two research papers OR one research paper and one research communication project from separate instructors within the department. Only papers done in department format and earning grades of C or above will be acceptable. The Research Paper or Project Approval Form for Majors is available in 300 Bailey Hall. Students have the option of starting the approval process at any time by submitting the approval form with any two relevant papers/projects which meet department requirements.
6. All majors must complete a minimum of three credit hours of out of classroom coursework drawn from field experience or internships. The maximum number of hours of internships, field experience, and/or independent studies that can be applied towards the major is nine hours.
7. Instructor permission is required before signing up for an independent study or internship. Please consult with your advisor.
8. Course waivers for major requirements require department approval and are granted only in extenuating circumstances. Failure to take required courses in a timely fashion does not warrant a waiver. Independent studies cannot be used in lieu of required courses. The student must petition the department for a course waiver in a letter which addresses why a waiver is being requested. The waiver must be approved by a majority of the faculty.
9. Students who have questions regarding course transfers or course substitutions must first contact their advisor. Your advisor will also send you to the appropriate faculty member in the department who will counsel you regarding the transfer or substitution.
10. USM's policy on senior residency states that students must not only complete a minimum of 30 credits at USM with nine credits in their major field, but also take their **final** 30 credits at USM. Details for the Residence Requirement policy can be viewed online at: <http://www.usm.maine.edu/reg/academic-policies>. The College has a policy about if and how any exceptions are made. Check with your advisor early if you would like to apply for an exception. Exceptions are not guaranteed.

Remember that advising serves an important role in ensuring your success at USM!