

Advising and Advising Holds Message from the Chair to all History Majors:

Dear History Major,

Each semester we place a registration hold on all history major advisees.

Please take this opportunity with your adviser to discuss your schedule and other academic issues, including Bachelor's Essay, History Club, internships, undergraduate research, study abroad, pursuing a minor, career plans, and so on. Advising is much more than simply scheduling courses. Also be sure to have fully paid all of your fees or you risk being dropped from the class roll.

If you are studying abroad please contact your adviser by email and discuss your schedule with her or him.

If you are a senior and eligible to take your capstone research seminar, please contact the professor teaching the seminar and obtain his or her signature on the Individual Course Enrollment Form. Bring this signed form to the office in Maybank 203. If you are eligible to be registered, you will be registered automatically. Senior history majors who have fulfilled all of their graduation requirements and will be graduating will receive registration priority for the seminar.

If you are planning to apply for the Bachelor's Essay, Internship, Senior Paper, or Independent Study, please follow the guidelines stated in the History Handbook

Here are the steps you need to take in order to register each semester:

1. Your adviser has scheduled office hours this spring and they should be posted on the office door. Make an appointment to meet with your adviser well before your date of registration (at least one week in advance)
2. Bring three items with you to the meeting with your adviser: an audit of your records, a copy of the History Handbook, and the advising hold removal form.
3. Have your adviser sign the advising hold form.
4. Turn the completed form in to the history office in Maybank 203.
5. The department will remove the hold after receiving this signed form (faculty and student signatures)
6. Register for classes.

Your adviser will be happy to meet with you and is looking forward to hearing from you shortly to arrange an appointment.

Best wishes, Bill Olejniczak, Chair

