**Welcome to the School of Politics and Global Studies at Arizona State University!**

As a new student to our School, we encourage you to review our webpage at <http://pgs.clas.asu.edu> . You will find a great deal of information on courses, faculty, and special programs.

To have a successful start, all students new to our School (including students new to ASU, Tempe or Online students changing their major to political science or global studies, students adding one of our majors as a concurrent degree) are required to meet with an advisor before registering for classes. Meeting with an advisor in person is preferable; however, if you are not currently in the metro Phoenix area, we can schedule a phone appointment to complete a virtual advising session and prepare you to register for appropriate courses. Updated advising is required during the first month of classes to ensure your successful transition.

Remember to activate your ASU Email address (@asu.edu) and check it regularly as the University sends information to this address only.

***Help us help you! Before scheduling an Advising Appointment, please review and complete the following:***

1. Know the degree you are pursuing.

The School of Politics and Global Studies offers three undergraduate degrees:

* + Bachelor of Arts (BA) in Global Studies *(Tempe campus only; not offered via the Online campus)*:
	+ Bachelor of Arts (BA) in Political Science *(Tempe or Online campus)*
	+ Bachelor of Science (BS) in Political Science *(Tempe or Online campus)*

Additional information detailing the difference between BA and BS degrees can be found on our Undergraduate FAQ pages on our homepage: <https://pgs.clas.asu.edu/content/tempe-campus-frequently-asked-questions#Q08>

1. Review your Major Map.

All students should review the Major Map that is affiliated with the degree (and campus-Tempe or Online) to which they have been admitted: <http://www.asu.edu/programs/>

1. Familiarize yourself with the ASU University General Studies requirements (required for all students): <http://catalog.asu.edu/ug_gsr>
2. Review the following Videos. They will help you better use ASU’s information:
* My ASU Tour: <http://www.asu.edu/courses/oasis/MyASUStudentMenu/MyASUStudentMenu.htm>
* How to enroll for courses: <http://www.asu.edu/courses/oasis/NewRegistration/index.htm>.
* Face book App Tour: <http://www.asu.edu/courses/oasis/FacebookTour/FacebookTour.htm>
1. Access your My ASU webpage and review and address all items listed in the “Priority Tasks” box. Be sure to click on the item (s) in this box for detailed information. To access your My ASU page, please log onto [www.asu.edu](http://www.asu.edu), click on My ASU and sign in using your ASURITE userID and password.
2. Complete the following placement exams unless these requirements have been fulfilled or are in progress through transfer coursework:
* Math Placement Test: <http://students.asu.edu/math>

We recommend students complete the practice exam before the actual exam. Students may take the exam twice and the scores are good for one year.

* Language Placement Test

If you wish to pursue a BA degree and want to enroll in French, German or Spanish courses, complete the Language Placement Exam <http://silc.asu.edu/testing/undergraduate>

*NOTE: The ASU online campus program offers courses in: French, Italian and Spanish*

If you choose to pursue Spanish and place into Spanish 101 or into a 300 level courses, please email silcadvising@asu.edu for departmental consent. Please copy and paste your results in the email message and include your ASU Affiliate ID#.

If you want to pursue other languages than French, German or Spanish, your advisor will advise you appropriate procedure to begin your language sequence.

1. Request and review your degree audit (DARS). DARS isan automated progress report that matches courses a student has transferred or completed with the requirements of a particular academic degree program. For instructions on how to request and read a DARS report, please see: <https://pgs.clas.asu.edu/content/how-print-dars>

NOTE: if you do not have a link to the DARS on your My ASU page at the current time please go to <http://provost.asu.edu/dars> and click on DARSWeb for Students.

1. Students with transfer credit: See the FAQ pages to learn your next steps: <https://pgs.clas.asu.edu/content/tempe-campus-frequently-asked-questions#Q08>
2. Schedule an appointment to meet with an advisor via our online appointment system.

To access the appointment scheduler, please follow the appropriate instructions for you:

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| **Current ASU Global Studies and Political Science Students**  | **Individuals who are:*** **ASU students but not currently declared as a Global Studies or Political Science major**
* **Not currently an ASU student**
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| 1. log in at <http://my.asu.edu>
2. find the “My Programs & eAdvisor box”
3. click on “advising”
4. click on “Schedule an advisor appointment”
5. follow the instructions
 | 1. go to <http://pgs.clas.asu.edu/content/advising>
2. review the information on that page
3. set an appointment by clicking on the link to the scheduler. https://pgs.clas.asu.edu/sites/default/files/Make%20Appointment_0.png
4. follow the instructions
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Both the Political Science and Global Studies advising offices are located on the Tempe campus in the Coor Building (COOR), on the 6th floor (west side). Please click on the following link for a map: <http://www.asu.edu/map/interactive/?campus=tempe&building=COOR>

When you come for your advising appointment, please bring the following with you:

1. ASU ID Card
2. a print out of your degree audit (DARS) for the degree you have chosen
3. unofficial transcript for coursework that has not been transferred or evaluated
4. a list of questions to discuss

Before you meet with your advisor, review your **Appointment Details** link on your MyASU page. If you need to cancel your appointment you may do so on this link. Students who make phone appointments (option available to students who are not currently in the Metro area) should call our office at their appointment time (using Arizona time) and should have access to the internet at the time of the appointment.

Again, welcome to ASU and the School of Politics and Global Studies.  We look forward to working with you and helping you achieve your educational goals.

*The School of Politics and Global Studies Advisors*