



Associate of Arts  
Associate of Science  
Transient Students  
Undecided Students  
Academic Advising Services

Advising Services  
Aquinas Hall 116  
614-287-2668  
1-800-621-6407x2668  
Transfer@csc.edu  
Fax: 614-287-6010

COMPASS and Quick Question Assistance is available on a walk-in basis:

Monday-Thursday: 10:00 am-6:30 pm  
Friday: 10:00 am-3:30 pm  
Saturday: 11:30 am-12:30 pm (COMPASS advising only)

Walk-ins available Tuesdays and Wednesdays from 8:30am-6:30pm

- To stay successful with your academic goals:**
- Keep in contact with your academic advisor
  - Utilize the many valuable campus resources
  - Know all of your academic options
  - Create a plan of the classes you will take each quarter until you graduate
  - Attend all classes

**By Appointment:**

- Please call Advising Services at (614) 287-2668 or the Telephone Information Center at (614) 287-5353 to schedule, confirm, or cancel an appointment
- See your advisor at least once during the first three to six weeks of your first quarter or before you register for the next quarter
- Call early to schedule an appointment and arrive on time
- Please remember to maintain a file of your advising materials including: educational options you are exploring, your list of questions, coursework for next quarter, future goals, potential careers and colleges you are considering. Please bring these materials with you to your appointment.

**Quick Questions:**

- Come in person at the times above for PA/PO signatures, COMPASS test referrals, or COMPASS retest signatures
- Send an e-mail to **transfer@csc.edu**. The first available advisor will respond to your e-mail. Please include your full name and Cougar ID. Please use your Columbus State e-mail address.
- Information can also be found on our web site: [www.csc.edu](http://www.csc.edu) →Current Students →Advising Services



**Why should you set up an appointment with your Academic Advisor?**

*Your advisor can:*

- Answer general questions concerning your education including which courses to schedule in the next quarter
- Identify resources to help with career decision making and choosing a major
- Help you develop a quarter-by-quarter plan to satisfy your degree requirements
- Talk to you about your academic progress and strengths and weaknesses
- Discuss ways to improve your study skills and how to handle difficulties you may have in your coursework
- Assist you in long-term planning for transferring credit to another institution

