

## **Important information for new Communication majors and minors**

1. You do NOT need your adviser's permission or signature to register for classes.
2. If you have a registration "hold," you need to contact the UIS registrar's office to determine the problem. Usually your adviser will not know the answer to this.
3. If you end up on probation or suspension for any semester, you need to devise a realistic plan to improve your GPA, probably to include a lighter credit hour load. With rare exception, the department follows the UIS guidelines to restrict the number of hours students make take while on probation and to require students to sit out for two semesters if they are suspended.
4. If you encounter a problem with one of your professors, you need to discuss it first with that professor. If you continue to have a problem, notify the department chair, Kathy Jamison, at 206-8032 or [kjamison@uis.edu](mailto:kjamison@uis.edu) .
5. Early in your last semester, you will need to complete a graduation contract (available online through the UIS registrar's website) and submit it to your adviser. In addition, COM majors are required to take the department's exit exam for departmental assessment purposes before your contract can be signed by your adviser. You may make arrangements to take the exam through the department's secretary at 206-6790.
6. If a class you wish to take is full before your time to register, do not expect the professor teaching the class to make an exception. It's best to find a substitute class for that semester. The department chair does not have the authority to let you into a closed class.