Not all major advising matters require a face-to-face meeting. Many questions can be answered by email. You are welcome to email questions to Ryan Pumroy.

Please follow the guidelines below for how to request, schedule, and prepare for a major advising meeting.

**Requesting and Scheduling a Major Advising Appointment**

To request an appointment, email the Department of Communication’s Undergraduate Program Advisor Ryan Pumroy at pumroy@niu.edu. You will need to provide information about the request and your availability. Include the following:

- Full name
- Z-ID number
- Three dates (or more) when you are able to meet
- Time ranges on those dates when you are able to meet
- General questions or topics you wish to discuss
- Specific questions you may have

You will be notified when the appointment has been scheduled. If you miss two appointments without notifying Mr. Pumroy, he will no longer schedule face-to-face meetings with you. Advising would be done by email.

If you are an NIU student who wants to declare or change their major program to one of our majors, be sure to include the following in your email:

- Which major or major emphasis you wish to declare/change to
- Your general interests in the area (academically, personally, professionally, etc.)
- Why you have decided on that major or major emphasis

Students should also schedule advising meetings with advisors in the College of Liberal Arts and Sciences advising office to receive additional assistance and guidance on their degree progress.

**Preparing for your Major Advising Appointment**

1. Review your Academic Requirements Report on MyNIU.
2. Review your major progress. Use these COMS/JOUR program guide sheets to help.
3. If possible, review the upcoming semester’s schedule of courses in the MyNIU Class Search.
4. Create a list of questions and things you wish to discuss with your major advisor.
5. Be on time. Notify Ryan Pumroy ahead of time if you need to cancel the appointment. If you miss two appointments without notifying Mr. Pumroy, he will no longer schedule face-to-face meetings with you. Advising would be done by email.
6. **Enroll in courses** when your enrollment period opens. Students enroll for Spring courses in November. Students enroll in Summer/Fall courses in April.

**What Cannot be Covered in a Major Advising Appointment**

The following are areas covered by the College of Liberal Arts and Sciences advising office. Ryan Pumroy and the Department of Communication cannot advise on the following:

- Third attempt approval for courses
- Academic dismissal or probation
- Withdrawing from courses
- Dropping courses
- Advising on general education requirements
- Advising on Bachelor of Arts or Bachelor of Science requirements
- Senior Transfer Credit approval