

## **How to get advising help if you are an online student**

If you are taking online classes and you need academic advising but you cannot get to a campus you can get help via email.

- **Email the Academic Advising office** at [advising@DaytonaState.edu](mailto:advising@DaytonaState.edu) using your FalconMail email account. FalconMail can be found on your FalconNet account at <https://webapps.daytonastate.edu/ics/>. Just log in, click on the tab that says “FalconNet” and you will see an email icon on your page. Due to Federal privacy laws we can only discuss your academic record with you if you email us using your FalconNet account. Be sure to include your student ID number on your email.
- **If you are a transfer student** we will advise you using an unofficial copy of your transcripts for one semester only. Please send an initial email to the account and the advisor answering your email will give you information on the best way to send us a copy of your unofficial transcript. Any transcript evaluation done by an Academic Advisor is **UNOFFICIAL**. The advisor will do the best they can to determine how the classes you took at a previous college will transfer to Daytona State so you can register for classes. Transcripts are evaluated by the Records office once official transcripts are received. Evaluations by the Records office are official and will be documented in your student record.
- **New Students** must have placement test scores (ACT, SAT, PERT, or CPT) on file with the college to register for classes. Students cannot register without either proof that they have completed ENC 1101 or an equivalent English composition course (with a “C” or better) AND a college level math course (MAT 1033, Intermediate Algebra or higher with a “C” or better) or placement scores. Placement tests cannot be used if they are more than 2 years old. If you have not taken a placement test and have not attended another college or university please contact our Assessment office. Contact information can be found at: <http://www.daytonastate.edu/assessment/>. Assessment services can also be of assistance if you need to have placement scores sent to us from another college.
- **Advising services:** Whether you are a transfer student or a new student, advisors will be able to look at your record and determine which courses you need to take. They can also assist current students with understanding degree requirements and answering questions regarding course placement. In addition, they can provide you with information about Bachelor degree programs and pre-requisite courses for these programs at DSC and other Florida Public institutions.
- **Class Schedule:** Academic advisors will not build your schedule for you. They will make class recommendations and refer you to the course schedule search at: [http://www.daytonastate.edu/WebSecLookup/sec\\_type.jsp](http://www.daytonastate.edu/WebSecLookup/sec_type.jsp) to build a schedule that fits your time availability. You will then be able to register online using your FalconNet account.