



# Springfield Walk-In Advising

Rhodes Hall, Leffel Lane Location



## ABOUT WALK-IN ADVISING:

- First come, first served basis.
- **Services:** Questions or information on the current or upcoming semester and, prerequisite courses.
- Find resources for growth and autonomy in the registration process!

## SCHEDULED APPOINTMENTS:

- Advising sessions at a specified time and on a specific day.
- **Services:** new student appointments for those that completed online orientation, long term planning, schedule building, academic planning, RN or PTA application information for selective/competitive admission programs, career and major exploration, transfer institution/class questions, and college success course appointments.

**\*Please note that appointments should be scheduled at least one business day in advance.**

Due to the high volume of activity, appointments may not be available during peak registration times such as the three weeks leading up to the start of a term.

**\*Services not available during walk-in advising include:** new student meetings, creating an academic plan, career and major exploration, RN or PTA application information for selective/competitive admission programs.

## HOW CAN I MAKE AN APPOINTMENT WITH AN ACADEMIC ADVISOR?

Students can make an appointment with an Academic Advisor by calling one of the campus phone numbers below or scheduling online via the link below. The last advising appointment will be available 30 minutes prior to the end time.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Advising Hours</b>	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.	8 a.m. - 5 p.m.
<b>Walk-In Hours</b>	3 - 5 p.m.			3 - 5 p.m.	

*\*Hours may vary by campus location.*



Schedule an appointment with your advisor today!  
[bit.ly/3sXBxpE](https://bit.ly/3sXBxpE)



## CONTACT INFORMATION:

Springfield: 937.328.6084 | Beavercreek: 937.429.8819 | Bellefontaine: 937.599.7602 | Xenia: 937.431.7171  
Email: [advisors@clarkstate.edu](mailto:advisors@clarkstate.edu)

### **When you make an appointment, you should be prepared to provide the following information:**

- Name
- Student ID
- Major or Certificate you want to pursue at Clark State
- Phone number, including area code
- Briefly describe what you hope to accomplish in your appointment, such as explore a new major or career option, schedule classes or create an academic plan.

**You can have your questions answered via email. An Academic Advisor will reply to your inquiry within two business days! Email [advisors@clarkstate.edu](mailto:advisors@clarkstate.edu).**