

Academic Advisors

Each student is assigned an Academic Advisor at the beginning of their tenure at BAMSI. This initial contact is made during the Advisement and Registration period. It is the students' responsibility to meet with his/her advisor at the beginning of each semester in order to be properly advised for course(s) for the upcoming semester. Changes in advisors will only be made due to faculty shifts in duties or reassignment. Students are not allowed to register for courses they were not officially advised to take. BAMSI will not be held responsible should a student enrol in an unauthorized course.

The formal boundaries of the relation between advisor and advisee include:

- The advisor approves the courses for which the student registers. The Advisement and Registration form is completed in triplicate and initialed/authorized by the advisor. The student keeps the top copy, the advisor the middle and the bottom copy goes to the Registrar's Office and kept on the student's file.
- The advisor approves the advisee drops or adds to the course load;
- The advisor can access to all official correspondence concerning the student's academic standing via Populi in order to better advise the student on academic and personal decisions;
- The advisor guides the student in meeting academic requirements and choosing classes. When the advisor is not available, the student may contact the Registrar's Office for assistance.