

## CAS Advising Mission

We recognize academic advising to be critical to the educational experience and student success. We value academic advising as a shared responsibility with students. Advising serves to develop and enrich students' educational plans in ways that are consistent with their personal values, goals, and career paths, preparing them for a lifetime of learning in a global society.

## GOALS FOR ADVISING, STUDENTS WILL...

**1.** Appreciate the value of a liberal arts education

**2.** Understand academic policies and student resources

**3.** Develop an educational plan based on interests, values, abilities and career goals

### ADVISOR RESPONSIBILITIES

Be accessible in person, by telephone, or email for sessions and for follow-up within a reasonable time period.

Understand the requirements of the major, University Studies, and graduation.

Review the degree audit and notes with attention to academic standing, progress to degree, etc.

Stay informed of current and changing academic policies, regulations and program requirements.

Offer personalized advice to students each semester, giving short-term and long-term feedback.

Encourage student participation in applied learning experiences (internships, undergraduate research, study abroad, and service-learning).

Provide information and strategies for using university resources and services.

Employ appropriate online advising platforms to maintain accurate and timely records.

### STUDENT RESPONSIBILITIES

Regularly check UNCW email account for official communication.

Be an active learner by coming prepared to each advising appointment with questions and a proposed course schedule.

Review your degree audit to clarify the major, University Studies and graduation requirements. Consult SeaNet and the university catalogue to determine prerequisites, course availability and alternatives.

Comply with academic deadlines, regulations and policies as stated in the catalogue.

Accept responsibility for your decisions and actions.

Explore applied learning experiences such as internships, undergraduate research, study abroad, and service-learning.



Complement your academic path with student resources and services.

Utilize advising tools to track your academic progress and goals.




### August & January

- Add/drop classes from your schedule before the deadline
- Review all academic policies provided in the undergraduate catalogue
-  Review and finalize process for transfer credit (AP/IB and college credits)
-  Review your course syllabi


### September & February

- Prepare for your registration advising appointment (look at your degree audit, university studies curriculum and major program sheets)
- Choose 5 classes for next semester and several alternatives
- Speak with your advisor if you plan to withdraw from a class
- If appropriate, change your major in My Seaport
-  Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing
-  Meet with professors during their office hours


### October & March

- Find your registration time ticket on SeaNet
- Ensure that you have met with your advisor re: your educational plan. Review your progress towards degree.
-  Schedule an appointment with a Career Center Counselor
-  Talk with instructors about midterm grades
-  Predict your GPA with the GPA Calculator on My SeaPort or Degree Works





### November & April

- Register for classes
- Confirm date, time and location for all final exams, identifying any conflicts
-  Contact advisor with any class changes and questions

### December & May

- Check final grades on SeaNet
-  Make an appointment with your advisor if needed

### Things to Consider

-  Apply to graduate the semester prior to graduation
-  Explore possible applied learning opportunities
-  If you are not currently registered for classes, reach out to the department for advising.
-  For minor and second major advising, contact the department or program coordinator.

Contact your advisor for more information or appointments before contacting an undergraduate coordinator or department chair.

