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.
### Advising Strategies and Timeline

<table>
<thead>
<tr>
<th>August &amp; January</th>
<th>September &amp; February</th>
<th>October &amp; March</th>
<th>November &amp; April</th>
<th>December &amp; May</th>
<th>Things to Consider</th>
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</thead>
<tbody>
<tr>
<td>- Add/drop classes from your schedule before the deadline</td>
<td>- Review all academic policies provided in the undergraduate catalogue</td>
<td>- Ensure that you have met with your advisor re: your educational plan. Review your progress towards degree.</td>
<td>- Register for classes</td>
<td>- Check final grades on SeaNet</td>
<td>- Apply to graduate the semester prior to graduation</td>
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<td>- Review and finalize process for transfer credit (AP/IB and college credits)</td>
<td>- Review your course syllabi</td>
<td>- Talk with instructors about midterm grades</td>
<td>- Confirm date, time and location for all final exams, identifying any conflicts</td>
<td>- Make an appointment with your advisor if needed</td>
<td>- Explore possible applied learning opportunities</td>
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<td>- Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing</td>
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<td>- If you are not currently registered for classes, reach out to the department for advising.</td>
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<td>- Meet with professors during their office hours</td>
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<td>- For minor and second major advising, contact the department or program coordinator.</td>
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Contact your advisor for more information or appointments before contacting an undergraduate coordinator or department chair.

**UNCW**

**College of Arts and Sciences**