

We are more than advising!

OUR VISION

We enrich the student experience.

OUR MISSION

We provide support for students and alumni resulting in professional leaders and global citizens.

OUR CORE VALUES

Integrity
Responsibility
Authenticity
Advocacy
Accessibility

Accountability
Student-centered Learning
Diversity
Collegiality
Excellence

ADVISOR RESPONSIBILITIES

- ◆ Provide accessibility, respect, support and guidance to students.
- ◆ Provide a safe space where students can discuss their thoughts, goals and concerns about personal, academic and career interests.
- ◆ Maintain confidentiality in accordance with university policy.
- ◆ Provide accurate and timely information about College of Health and Human Services programs, including admission criteria, degree requirements and career opportunities.
- ◆ Provide information and resources that will increase student success and ensure a smooth transition to the College of Health and Human Services.
- ◆ Maintain current knowledge about university policies and procedures. Refer students to appropriate campus and community resources.
- ◆ Help build the relationship between student and university.
- ◆ Serve as the point of contact for course adds, drops and withdraws.
- ◆ Manage tentative course program schedule for each session of the program.
- ◆ Help facilitate communication between student and faculty regarding course substitutions or waivers.

STUDENT RESPONSIBILITIES

- ◆ Serve as a working partner in the advising relationship.
- ◆ Own the action of scheduling and keeping appointments with the advisor.
- ◆ Reschedule appointments with ample notice and attend advising sessions well prepared with questions and topics ready to discuss.
- ◆ Inform advisor about their academic progress and any adjustments that need to be made to their agreed upon schedule.
- ◆ Understand and own the academic decisions made and work to clearly clarify personal values and career goals.
- ◆ Regularly check UNCW email account for updates and make timely responses.
- ◆ Follow through with actions agreed upon in advising sessions.
- ◆ Contact advisor prior to add, drop and withdraw deadlines for any requests.

IMPORTANT DATES

For online accelerated programs, please consult the Office of the Registrar Calendar (<https://uncw.edu/reg/calendars-events-oap.html>) for important academic dates and deadlines.

IMPORTANT CONSIDERATIONS

- ◆ We cannot speak with parents (guardians, friends, spouses, etc.) directly about a student's individual academic information/record without official consent, but we can discuss information general to all students.
- ◆ Advisors will partner with you and provide support in monitoring degree requirements and academic progress but are not solely responsible for your success and decision-making.
- ◆ Advisors will not advise for programs outside of our college but will assist you in your transition.
- ◆ We are unable to access financial aid and/or billing information but will refer you to the appropriate party to ensure that your questions, concerns and needs are met.
- ◆ Advisors are unable to grant course overrides into unavailable courses but can provide alternative options for course registration.
- ◆ Any discrepancy in grading should be discussed with your instructor.

WHEN TO SCHEDULE AN ADVISING APPOINTMENT

After you are accepted into the program, your advisor will contact you by your UNCW email to set up an advising appointment. During this appointment you will review your transferred courses, review your degree requirements, and plan a tentative schedule for the duration of the program.

- ◆ Please reach out to your advisor by email:
 - If you would like to add, drop, or make changes to your schedule.
 - If you would like to withdraw from a course.
 - If you are having academic difficulty.
 - If you are having personal issues and are seeking resources to help remedy these issues.

WHO IS YOUR ADVISOR?

You can locate your advisor on SeaNet under "Advisor Information:"

Advisor Name: _____ Advisor Email: _____ Advisor Phone: _____

CHHS STUDENT SUCCESS CENTER
MCNEILL HALL, ROOM 1009
UNCW.EDU/CHHS/SSC
EMAIL: CHHS@UNCW.EDU
PHONE: 910.962.3208 | FAX: 910.962.4921