

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	ACCOUNTABILITY
RESPONSIBILITY	STUDENT-CENTERED LEARNING
AUTHENTICITY	DIVERSITY
ADVOCACY	COLLEGIALITY
ACCESSIBILITY	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.
- ◆ Be knowledgeable about university policies and procedures.
- ◆ Refer students to appropriate campus and community resources.
- ◆ Empower students to make informed decisions on major declaration, course selection and other areas of concern.
- ◆ Encourage campus engagement and involvement.
- ◆ Increase the learning opportunities of the student experience through interdisciplinary programming, engagement and applied learning experiences.

STUDENT RESPONSIBILITIES:

- ◆ Be a working partner in the advising relationship.
- ◆ Be responsible for 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 have been made to their agreed upon schedule.
- ◆ Take the initiative to explore other majors, minors or special programs in which they may have an interest.
- ◆ Accept responsibility for their decisions and actions and clarify personal values and goals.
- ◆ Regularly check UNCW email account for updates and make timely responses.
- ◆ Follow through with actions agreed upon in advising sessions.

IMPORTANT DATES

For **on campus programs**, please consult the UNCW Academic Catalogue (catalogue.uncw.edu) for the university calendar which lists important academic dates and deadlines.

For **online accelerated programs**, please consult the Office of the Registrar Calendar (uncw.edu/reg) 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.
- ◆ We cannot ensure your acceptance into your desired academic major/program.
- ◆ 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.
- ◆ Registration pin numbers are provided following your advising appointment.
- ◆ Students register for classes during the registration period after advisement.
- ◆ 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

- ◆ You will need to schedule an advising appointment prior to registration every semester. *In this appointment, you will review your program of study, receive suggested courses that fit your degree requirements and receive your PIN number (necessary for class registration).*
- ◆ If you have questions about your major.
- ◆ If you are considering changing your major.
- ◆ If you are having academic difficulty.
- ◆ If you are having personal issues and are seeking resources to help remedy these issues.
- ◆ If you have questions about careers/ involvement pertaining to your major or UNCW.

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

Website: uncw.edu/oss

Email: chhs@uncw.edu

Phone: 910.962.3208 | Fax: 910.962.4921