

# Advising Instructions

for students who plan to change majors or  
add Communication Studies as a double major

The advising information in this document is for students who wish to change their major to Communication Studies or who wish to add Communication Studies as a second major.

This information does not apply to University College students and PCOM (Pre-Communication Studies) Majors.

If you are not sure about your status, look closely at your **transcript**:

If you see another major and you are interested in COM Studies – these hours are for you.

## Curriculum Information

### Primary Program

College:

Major and Department:

College of Arts & Sciences  
Film Studies, Film Studies

If you see...

College: University College

Major: UC –

You must meet with your University College Advisor

## Curriculum Information

### Primary Program

College:

Major and Department:

University College  
UC-Athletic Training, University College

If you see Pre-Communication Studies you must follow the instructions sent via email to all PCOM Students.

## Curriculum Information

### Primary Program

College:

Major and Department:

College of Arts & Sciences  
Pre-Communication Studies, Communication Studies

## Are you ready for an advising session? Is COM Studies the major for your next step?

We use the phrase “next step” to refer to the many options available to you after college. It could be graduate school or it could be working for the family business. With that definition in mind, here are some questions to consider:

- Are you ready to discuss your future, your goals, and your next step with your advisor?
  - When your advisor asks, “what is your next step?” do you have an answer?
- Do you know what classes you need to take to be prepared for that next step?

If you answered NO to any of the questions above or if your answer (and reason for changing your major to Communication Studies) is “No, but it doesn’t matter because COM Studies is a broad major I can do anything upon graduation,” then you have some work to do before coming to your advising session! If you do not do this work, you may be sent away to further prepare. To effectively prepare if your answer is “broad major” follow these instructions:

- Review our website, specifically the student handbook and other advising information: <http://uncw.edu/com/advising/index.html>
- Make a career assessment appointment with a career counselor (962-3174) in Career Services

**Transfer students**—are all the classes from previous institutions on your transcript? If the answer is no, please contact the registrar’s office to see if they have your transcripts. If they do not have the transcripts sent to UNCW Registrar’s office immediately

## Instructions to prepare for advising session

1. See instructions below for reviewing and printing your *what-if* degree audit for Pre-Communication Studies. Follow the correct set of instructions to ensure you review and print the appropriate *what-if* degree audit as we are on two systems.
2. Develop a plan for Summer and Fall 2019 classes. Complete this [form](#), print and bring it with you to the advising session. If you do not have Adobe Reader download from [here](#) for free.
  - a. Include COM 105 in your schedule if you have not taken the course. Remember you must earn a B or better to change your major to PCOM.
  - b. If you are currently enrolled or have completed COM 105, include COM 200 in your schedule. Remember you must earn a B or better to continue in the major.
    - i. Remember that you must complete or be taking CSC 105 and COM 101 to enroll in COM 200.
  - c. If you are currently enrolled in COM 200, include COM 301 or COM 305 in your schedule.
  - d. Consult "Search for Courses" on [SeaNet](#) prior to making your schedule. SeaNet is your source for classes being offered in a specific session.
  - e. If you are prepared and a full advising session occurs, Ms. Bulger will release your registration pin and notify your formal advisor.

*For students who started taking UNCW courses in summer 2016 or earlier:*

1. Go to SeaNet
2. Secure Log-In > Student Services > Student Records > Submit Audit > What if Audit
  - a. College of Arts and Sciences > Bachelor of Arts > Pre-Communication Studies > Catalogue (this is the year you started taking classes at UNCW)
3. Run Audit > View Submitted Audits
4. Choose Most Recent Audit
5. Choose Printer Friendly Audit under GPA graph
6. Review the audit and determine classes for summer and fall
7. Print the PRINTER FRIENDLY version of your audit

*For students who started taking UNCW courses in Fall 2016 or later*

1. Go to SeaNet
2. Secure Log-In > Student Services > Student Records > Submit Audit
  - a. your audit will appear
3. In right margin under worksheets click on What If
4. Under Select your primary area of study
  - a. Change catalogue year to the year you started at UNCW,
  - b. Ensure Level = Undergraduate; College = College of Arts and Sciences; Degree = Bachelor of Arts
  - c. Major – choose Pre-Communication Studies
    - i. (no concentration)
  - d. Minor – add if you have a minor
5. Click Process What-If
  - a. Review the audit and determine classes for summer and fall semesters.
6. Click What If History
  - a. Click Save as PDF
  - b. Print

### **Dates and times for advising**

The dates below are your only options if you wish to meet with a PCOM/COM advisor. Ms. Bulger (Office – Leutze Hall 239) is the only advisor who meets with students in your situation. Ms. Bulger does not schedule appointments; these open hours are 1<sup>st</sup> come 1<sup>st</sup> serve so be prepared to wait. Ms. Bulger will not meet with you outside these hours.

Tuesday	March 5	2:30pm – 3:30pm
Wednesday	March 6	2:00pm – 4:00pm
Tuesday	March 19	12:30pm – 1:30pm
Thursday	March 21	12:30pm – 12:30pm
Thursday	March 28	11:00am – 12:30pm
Monday	April 1	12:30pm – 2:30pm
Wednesday	April 3	12:30pm – 2:30pm
Tuesday	April 9	11:00am – 1:00pm
Monday	April 22	1:00pm – 2:00pm
Monday	April 29	1:00pm – 3:00pm
Wednesday	May 8	11:00am – 1:00pm