

## OUR MISSION

The University College supports students as they **explore** undergraduate curriculum and career paths, **prepare** to declare an appropriate major, and **succeed** in their transition to UNCW. The University College (UC) serves several student populations to include freshmen, select transfer, early college, military student, first-year spring admit and pre-professional students at UNCW.

## GOALS FOR ADVISING, STUDENTS WILL...

1. Understand the value of a liberal arts education

2. Understand academic policies

3. Gain knowledge of university resources

4. Select a major based on interests, values, abilities, and career goals

5. Utilize advising tools to determine University Studies and major requirements

6. Develop an educational plan

## ADVISOR RESPONSIBILITIES

Assist and support students in the development and planning of educational plans that are consistent with their abilities and interests

Be accessible during office hours in person, by telephone, or email

Create and maintain a collaborative environment, encouraging mutual trust and open communication

Empower students to take responsibility for their academic success by supporting the development and clarification of personal values and goals

Maintain accurate and timely records

Maintain confidentiality pursuant to the Family Educational Rights and Privacy Act

Provide information and strategies for using university resources and services relevant to the student's individual needs

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

## STUDENT RESPONSIBILITIES

Attend regular appointments and make regular contact with your advisor each semester by email and phone

Be an active learner by coming prepared to each appointment with questions and/or materials for discussion

Be open to developing and clarifying your personal values and goals

Complete all recommendations from your advisor

Research majors, minors, policies, procedures and opportunities as appropriate

Utilize advising tools to track your academic progress and goals

Accept responsibility for your decisions and actions

Regularly check UNCW email account for official communication

### August & January

- Add/drop classes from your schedule before the deadline
- Schedule an introduction meeting with your advisor via email
- Review all academic policies provided in the undergraduate catalogue
- 🌿 Review and finalize process for transfer credit (AP/IB and college credits)
- 🌿 Contact advisor if you change your schedule or have questions
- 🌿 Review your course syllabi

### September & February

- Schedule your registration advising meeting with your Academic Advisor via the online calendar
- Choose 5 classes for next semester and several alternatives
- Prepare for your registration advising appointment (look at your degree audit, university studies curriculum and major program sheets)
- 🌿 Meet with professors during their office hours
- 🌿 Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing

### October & March

- Find your registration time ticket on SeaNet
- Speak with your advisor if you plan to withdraw from a class
- 🌿 Schedule an appointment with a Career Counselor
- 🌿 Talk with instructors about midterm grades
- 🌿 Predict your GPA with the GPA Calculator on mySeaPort or Degree Works

### November & April

- Register for classes
- Confirm date, time and location for all final exams
- 🌿 Contact advisor with any class scheduling questions

### December & May

- Check final grades on SeaNet
- In May:*
- 🌿 Declare your major
- 🌿 Make an appointment with your Academic Advisor if needed
- 🌿 Submit transient study form for non-UNCW courses
- Required actions
- 🌿 Recommended, if applicable

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