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
### Advising Timeline For First-Year Students

<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>
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</thead>
<tbody>
<tr>
<td>☐ Add/drop classes from your schedule before the deadline</td>
<td>☐ Schedule an introduction meeting with your advisor via email</td>
<td>☐ Review all academic policies provided in the undergraduate catalogue</td>
<td>☐ Register for classes</td>
<td>☐ Check final grades on SeaNet</td>
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<tr>
<td>☑ Review and finalize process for transfer credit (AP/IB and college credits)</td>
<td>☑ Contact advisor if you change your schedule or have questions</td>
<td>☑ Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing</td>
<td>☑ Confirm date, time and location for all final exams</td>
<td>☑ Make an appointment with your Academic Advisor if needed</td>
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<tr>
<td>☑ Review your course syllabi</td>
<td>☑ Review and finalize process for transfer credit (AP/IB and college credits)</td>
<td>☑ Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing</td>
<td>☑ Contact advisor with any class scheduling questions</td>
<td>☑ Submit transient study form for non-UNCW courses</td>
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**In May:**
- ☑ Declare your major
- ☑ Submit transient study form for non-UNCW courses
- ☑ Required actions
- ☑ Recommended, if applicable

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**Office Location:** Hoggard Hall, Room 172  |  **Office Hours:** Monday – Friday 8 a.m. – 5 p.m.
**Phone:** 910.962.3245  |  **Email:** uc@uncw.edu

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**UNCW**

**University of North Carolina Wilmington**