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>Month</th>
<th>Tasks</th>
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<tr>
<td>August &amp; January</td>
<td>- Add/drop classes from your schedule before the deadline&lt;br&gt;- Review and finalize process for transfer credit (AP/IB and college credits)&lt;br&gt;- Schedule an introduction meeting with your advisor via email&lt;br&gt;- Contact advisor if you change your schedule or have questions&lt;br&gt;- Review all academic policies provided in the undergraduate catalogue&lt;br&gt;- Review your course syllabi</td>
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<td>September &amp; February</td>
<td>- Schedule your registration advising meeting with your Academic Advisor via the online calendar&lt;br&gt;- Choose 5 classes for next semester and several alternatives&lt;br&gt;- Prepare for your registration advising appointment (look at your degree audit, university studies curriculum and major program sheets)&lt;br&gt;- Meet with professors during their office hours&lt;br&gt;- Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing</td>
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<td>October &amp; March</td>
<td>- Find your registration time ticket on SeaNet&lt;br&gt;- Speak with your advisor if you plan to withdraw from a class&lt;br&gt;- Schedule an appointment with a Career Counselor&lt;br&gt;- Talk with instructors about midterm grades&lt;br&gt;- Predict your GPA with the GPA Calculator on mySeaPort or Degree Works</td>
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<tr>
<td>November &amp; April</td>
<td>- Register for classes&lt;br&gt;- Confirm date, time and location for all final exams&lt;br&gt;- Contact advisor with any class scheduling questions</td>
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<td>December &amp; May</td>
<td>- Check final grades on SeaNet&lt;br&gt;- Declare your major&lt;br&gt;- Make an appointment with your Academic Advisor if needed&lt;br&gt;- Submit transient study form for non-UNCW courses&lt;br&gt;- Required actions&lt;br&gt;- Recommended, if applicable</td>
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**Office Location:** DePaolo Hall, Room 1092  
**Office Hours:** Monday – Friday 8 a.m. – 5 p.m.  
**Pre-Professional Drop-in Hours:** Mondays and Thursdays 10 a.m. – noon  
**Phone:** 910.962.3245  
**Email:** uc@uncw.edu