Our Purpose

University College contributes to UNCW’s commitment to excellence in undergraduate education by building relationships and creating experiences to support student transitions, persistence, and success through academic advising, courses, programs, and resources. University College serves all first-year students, including specialized support for early college, first-generation, pre-professional, spring admits, select military and transfer students, and students in transition.

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
<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>
</tr>
</thead>
<tbody>
<tr>
<td>• Add/drop classes from your schedule before the deadline</td>
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<td>• Schedule an introduction meeting with your advisor via email</td>
<td>• Meet with professors during their office hours</td>
<td>• Schedule 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>• Choose 5 classes for next semester and several alternatives</td>
<td>• Visit the University Learning Center for assistance in preparing for exams, tutoring, math or writing</td>
<td>• Schedule an appointment with a Career Counselor</td>
<td>• Register for classes</td>
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<tr>
<td>• Contact advisor if you change your schedule or have questions</td>
<td>• Prepare for your pre-registration advising appointment (look at your degree audit, univesity studies curriculum and major program sheets)</td>
<td>• Talk with instructors about midterm grades</td>
<td>• Confirm date, time and location for all final exams</td>
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<tr>
<td>• Review all academic policies provided in the undergraduate catalogue</td>
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<td>• Predict your GPA with the GPA Calculator on mySeaPort or Degree Works</td>
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<td>• Contact advisor with any class scheduling questions</td>
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<tr>
<td>• Review your course syllabi</td>
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<td>• Required actions</td>
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Notes:
- Required actions
- Recommended, if applicable