

ACADEMIC ADVISING



Every student at Carlow University is assigned an academic advisor, who also serves as a faculty member, to assist with educational planning. Students are expected to meet regularly with their advisor throughout their program of study. Advisors are a great resource for you during your time at Carlow!

WHAT IS THE ROLE OF MY ACADEMIC ADVISOR?

Academic advisors are equipped to:

- + Provide guidance on major and degree requirements.
- + Refer students to University resources where appropriate.
- + Assist students in tracking progress toward graduation and approve them to graduate.
- + Provide consultation regarding a student's schedule.
- + Help students understand University and college-specific policies.
- + Provide advice on careers, internships, and community or professional opportunities.

While your academic advisor is responsible for helping you make informed choices about course selection, it is ultimately your responsibility to track your progress toward graduation and ensure that courses are appropriately selected to meet all requirements of the program and university. Please note that undergraduate students under 24 credits will need to be registered by their advisors.

WHEN WILL I BE ASSIGNED AN ADVISOR?

All students are assigned an academic advisor soon after they are registered for their first semester classes. You will receive an email notification when your advisor is assigned. This notification will include where to find your advisor's name and contact information.

WILL THIS BE MY ADVISOR FOR THE DURATION OF MY DEGREE?

Students are matched to academic advisors based on your area of study. If you change your major or an adjustment is otherwise deemed necessary, the program director/department chair will assign a different academic advisor.

HOW OFTEN SHOULD I TALK WITH MY ADVISOR?

We invite you to connect with your advisor early and often! Your advisor can be an active contributor to your success at Carlow—but only if you make the effort to form that beneficial advisor-advisee relationship. Advisors can help you resolve certain issues that may arise, but more importantly they want to get to know you—your background, your interests, your skills—and then offer their support to help you achieve your goals.

At a minimum, plan to meet or check in with your advisor at least once per semester prior to the start of registration for the following term. Students who have received midterm reports, are on warning, academic appeal, or are experiencing any other academic issues should meet with their advisors more frequently.