Registration Advising Procedures for Continuing Students

Some advisors may not be available for advising during the Continuing Registration Period.

**College of Arts and Sciences**

**Advising is required for the following students:**
- All students with fewer than 24 hours earned
- Transfer students, upon initial admission and in their first semester
- All first-semester IUT (Intra-University Transfer) students
- Students with 45 or more earned credit hours who have not formally applied for and been accepted into a major program
- Students who are undecided or seeking admission into another enrollment unit at the university
- All students whose cumulative UofL GPA is below 2.0
- All students on probation status
- All students readmitted to the university after sitting out more than 1 semester
- All approved English majors for Fall Semester only
- All approved French majors
- All approved Mathematics majors
- All approved Philosophy majors
- All Spanish majors and minors
- All approved Theatre Arts majors
- All approved Women's and Gender Studies majors for Fall Semester only
- Students who have missed their flight plan milestones

**Where do I go for advising?**
- If you have been accepted into an A&S Major program, you are strongly encouraged to meet with your departmental advisor. Please contact your major department for information on their advising schedule.
- All approved majors should meet with their departmental advisor at the beginning of your final year to make sure you are on track to graduate. Additionally, you should request a Preliminary Degree Check via the A&S Advising website once approximately 90 hours credits have been earned.
- If you are an A&S Honors student or a student enrolled in honors sections of A&S courses, call 502-852-6293 for an advising appointment.
- If you are interested in a major in Criminal Justice, call 502-852-2686 for an advising appointment.
- If you are interested in a major in Arts/Fine Arts/Ath History, please email Theresa Berbet, tmbert01@louisville.edu.
- If you are interested in a major in Anthropology or Geography/Geosciences, call 502-852-5575 for an advising appointment.
- Students not advised in one of the above categories should call 502-852-5502 or come to the A&S Advising Center, 1st floor Gardiner Hall, to make an appointment.

**College of Business**

**Undergraduate students:**
The following group of students need to schedule an advising appointment prior to registration. Please call 852–7439 or visit the Reinhardt Academic Advising Center located in the College of Business building, room 204.
- Freshmen who have earned fewer than 24 program hours
- First semester Transfer students
- Students on academic probation

**MBA Seeking Students:** Visit the MBA Graduate Programs Office located in the College of Business, Ulmer Career Center, or call 502-852-7257, or email mba@louisville.edu.

**CLOSED BUSINESS CLASSES:**
Waitlist Process only: Go to louisville.edu

**Select Current Students, Registrar’s Office, Wait-listing Courses for More Information**

**Continuing Studies**
For assistance, please contact the admissions counselor in Transfer and Adult Student Services (Houchens LL08) or at (502) 852-4974.

**Dental Hygiene**
Advising is required for students who have completed less than 30 credit hours. Advising is scheduled by appointment, and walk-ins are welcome when the advisor is available. Weekdays from 9 a.m. - 4 p.m. as follows: Mondays in Strickler Room 126G and Thursdays 1 p.m. – 4 p.m. in Strickler, Room 126D (during fall and spring terms) and all other days in the School of Dentistry, Room 234 by appointment. Call 852-5081 to schedule an appointment.

**College of Education and Human Development**

**Graduate Students:** contact faculty advisor. Advising is not required if a program is on file and all admission credentials have been received. If you receive a message on the web that informs you that you need to be advised, call (502) 852-5597 for assistance.

**Undergraduate Students:** Students who have earned less than 24 credit hours, students on academic probation, and new transfer students are required to be advised. Please contact Education Advising and Student Services at (502) 852-5597 to schedule an advising appointment.

**School of Interdisciplinary and Graduate Studies**
Graduate students must contact their departmental advisor or mentor for advising. Questions may be directed to the School of Interdisciplinary and Graduate Studies @ 502-852-6495, graduate@louisville.edu or graduate. louisville.edu. Office hours are 8:00 am to 5:00 PM daily.

**Kent School**

**MSSW Students:** Advising is not required if a student is in good academic standing. Students should follow their chosen curriculum plan when registering for classes. Curriculum plans are available at louisville.edu/kent/academics/master-of-science-in-social-work. Contact the MSSW Coordinator of Academic Affairs at (502) 852-7162 if you are unsure which curriculum plan you have chosen.

**BSW Students:** The role of your advisor is to assist you in staying on track with academic progress. You must meet with your advisor to register for classes at minimum until completion of the first 90 hours of educational requirements. Students are encouraged to speak with full time faculty members to discuss professional questions about the Profession of Social Work. If you have any questions, please call 852-5872.

**School of Music**
School of Music students are advised by the Academic Counselor until they have Upper Division standing. Please call 852-0517 or come to the Advising Office (118) to schedule an appointment. After achieving Upper Division standing, students are encouraged to continue meeting with the Academic Counselor or a faculty mentor.

**School of Nursing**
Undergraduate Nursing students are required to be advised in one of the following categories:
- All students with less than 28 hours
- Transfer, first semester admits
- Academic Warning
- Academic Probation

Graduate students are required to be advised if in one of the following categories:
- New admit to Nursing
- Probation status

School of Nursing students who need advising should contact the Office of Student Services at 852-1196 to schedule an appointment. Advisors' offices are located at the Health Sciences Center, and appointments are available on Belknap during registration for continuing undergraduate students. Any student not in one of the above categories is encouraged to schedule an advising appointment if assistance is needed.

**J.B. Speed School of Engineering**
All IUT and MEng students are required to be advised by an advisor each semester. Students will be unable to register for classes until cleared by an advisor. BS students who entered Speed School during or after fall 2012 and students who entered the MEng program during or after fall 2016 are advised by an advisor in the Engineering Student Services Center, located in the lower level of the J.B. Speed Building. Office hours are 8:30a-4:30p, Monday-Friday. To make an advising appointment or contact the Engineering Student Services Center, call 502-852-8084 or send an email to ssadvise@louisville.edu.

Students admitted into the Mechanical, Industrial, or Computer Engineering/Computer Science BS program prior to fall 2012 or MEng program prior to fall 2016 are also advised by the Engineering Student Services Center and should utilize the contact information given above. Students admitted into the Bioengineering, Civil/Environmental, Chemical, or Electrical/Computer Engineering BS program prior to fall 2012 or MEng program prior to fall 2016 are advised by an advisor in their department. Appointments can typically be made at the departmental offices between 9 a.m. and 4 p.m.

MS and PhD students are encouraged to consult with a departmental advisor each semester before registering for graduate level courses. Bioengineering, Civil /Environmental, Computer Engineering/ Computer Science, Chemical, and Electrical/ Computer Engineering students are required to be advised by a departmental advisor each semester.

**Urban and Public Affairs**
Ph.D., MPA, and MUP Students: for academic guidance, contact Yani Vozos at 852-5902, yani.vozos@louisville.edu or visit the office located at 426 W. Bloom Street in the Urban Studies Institute Building, room 111.