

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 freshmen with fewer than 24 hours earned
- All first-semester transfer students
- All students with 45+ earned hours who have not formally applied for and been accepted into a major program
- All students who have earned fewer than 60 hours and whose cumulative UofL GPA is below 2.0
- All students on conditional status
- All approved English majors for Spring Semester courses 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 courses only
- Students who have fallen off their flight plans

Where do I go for advising?

- If you have been **accepted into an A&S Major** program, you will be advised by that department. Please call the office of your major department for information on their advising schedule.
All approved majors are **strongly** encouraged to meet with their departmental advisor at the beginning of the senior year to make sure they are on track for graduation.
- If you are an **A&S Honors** student (3.35+ gpa) or a student enrolled in honors sections of A&S courses, call 852-6293 for an advising appointment.
- If you are interested in a major in **Justice Administration**, call 852-6567 for an advising appointment.
- Students not advised in one of the above categories should call 852-5502 or come to the A&S Advising Center, 1st floor Gardiner Hall, to make an appointment for advising.
Please note: students will be seen by appointment only; there will be no walk-in period for advising.

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 024.

- Freshmen who have earned fewer than 24 program hours
- First semester Transfer students
- First semester IUT(Intra-University 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 <http://louisville.edu>

Select Students, Academics, Registrar

Waitlisting is under the Registration heading for more information.

Continuing Studies

For advising, contact a counselor in the Ultra Office at (502) 852-0166 to schedule an appointment or stop by Houchens LL08.

Dental Hygiene

Advising is required for students that 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 (during fall and spring term) 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 <http://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 <http://louisville.edu/kent/programs/masters/MSSWfiles/curriculumplans.pdf>. Contact the MSSW Coordinator of Academic Affairs at (502) 852-7162 if you are unsure which curriculum plan you have chosen.

BSW Students: The BSW Program Manager will be your assigned professional staff advisor. 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 852-3935.

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 if in one of the following categories:

- All students with less than 28 hours
- Transfer, first semester admits
- Conditional Admit Status
- Academic Warning
- Academic Probation

Graduate students are required to be advised if in one of the following categories:

- New admit to Nursing
- Non-degree Admit Status
- No approved program of study on file
- 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 regarding course selection.

J.B. Speed School of Engineering

Ungraduate Students: All students who entered Speed School during or after the fall 2012 semester are required to be advised by an advisor in the Engineering Student Services Center – students will be unable to register for classes until cleared by an advisor. Advising appointments for registration should be made in the lower level of the J.B. Speed Building. Advising office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. For further information about academic advising in the School of Engineering, call 502-852-8084 or send an email to ssadvise@louisville.edu.

All students who entered Speed School prior to the fall 2012 semester will continue to see their current advisor. The departments of Bioengineering, Civil and Environmental Engineering, Computer Engineering and Computer Science, and Electrical and Computer Engineering require all of their students to be advised. In these departments, it will be necessary for an academic advisor to set an advising code to clear the student for registration. Newly admitted students to the Chemical Engineering, Industrial Engineering and Mechanical Engineering departments are required to meet with an advisor for the semester they are admitted to the department. Chemical Engineering students with more than 45 hours and Industrial Engineering and Mechanical Engineering students with more than 60 credit hours are not required to meet with an advisor in subsequent terms, but are strongly encouraged to do so. All students on academic warning or probation are required to see an advisor regardless of credit hours completed. Appointments can typically be made at the departmental offices between 9 a.m. and 4 p.m.

Graduate Students: Newly admitted graduate level students in all engineering departments are encouraged to consult with an advisor before they first register for graduate level courses. The departments of Bioengineering, Civil and Environmental Engineering, Computer Engineering and Computer Science, and Electrical and Computer Engineering require all of their Master of Engineering, Master of Science and PhD students to be advised.

Urban and Public Affairs

Ph.D., MPA, and MUP Students: for academic guidance, contact Yani Vozos at 852-8002, yani.vozos@louisville.edu or visit the office located at 426 W. Bloom Street in the Urban Studies Institute Building, room 111.