

Academic Advising

Academic advising at the University of Louisville is an ongoing, intentional, educational partnership dedicated to student academic success. The University is committed to an academic advising system that guides students to discover and pursue life goals, supports diverse and equitable educational experiences, advances students' intellectual and cultural development, and teaches students to become engaged, self-directed learners and competent decision makers.

Each individual undergraduate unit at the University offers quality academic advising services and has developed its own system for advising. This page provides information on how to find and contact your academic advisor based upon your unit of enrollment.

To determine who your academic advisor is, where their office is located, what the advising requirements are for your unit, and more select one of the links below:

Undergraduate Student Advising:

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/academic-advising/#unitspecificadvisingpolicies>

Graduate Student Advising:

<https://catalog.louisville.edu/graduate/programs-study/#byschooltext>

Cardinal Core Program

The Cardinal Core program at the University of Louisville prepares students to do the advanced work needed for their baccalaureate degrees and prepares them to contribute to society throughout their lives through their professional work and civic engagement. The program emphasizes the development of key intellectual skills relevant to any career path: **critical thinking, quantitative reasoning, effective communication, and the understanding of historical, social, and cultural diversity**. Students will develop skills and acquire knowledge in the following content areas of Arts and Humanities, Historical Perspectives, Oral Communication, Quantitative Reasoning, Social and Behavioral Sciences, Natural Sciences, Written Communication, and the competency area of Diversity in the United States and Globally. Upon completion of the program, students will be prepared to analyze complex problems and evaluate possible courses of action in an environment characterized by diversity and the need for sustainable solutions.

Cardinal Core Requirements (Effective Summer 2018)

Students should demonstrate proficiency (through course work or external credit) in the three skills areas (Written Communication, Oral Communication, and

Quantitative Reasoning) before completing the first 30 degree-applicable credit hours earned at UofL. Within 60 hours, the student should have completed 21 hours of Cardinal Core courses.

The Cardinal Core program requires a minimum of 31 credit hours from approved course categories as outlined in the table below. Students must complete a minimum of 12 hours in the Skills courses, a minimum of 19 hours in the Disciplinary Perspectives courses, and within the 31 hours students must accumulate 6 hours in Diversity credit. Academic advisors can guide students in the selection of courses.

		Minimum Number of Credit Hours
Skills	Written Communication (WC)	6
	Oral Communication (OC)	3
	Quantitative Reasoning (QR)	3
Disciplinary Perspectives	Arts & Humanities (AH)	6 (at least 2 courses from different disciplines)
	Social & Behavioral Sciences (SB) and Historical Perspective (SBH)	6 (at least 2 courses from different disciplines and 3 hrs. must be in Historical Perspective)
	Natural Sciences (S, SL, B)	7 (lecture and lab in a single discipline; an additional 3 hours in a second discipline)
Diversity	<i>US. Diversity (D1)</i>	*3
	<i>Global Diversity (D2)</i>	*3
	TOTAL:	31

For more information about the Cardinal Core Program go to <http://Louisville.edu/provost/ger/>.

Declaring or Changing Majors

To change your major or declare your major, you must go to the advising unit or dean's office of your enrollment unit. A member of that office will assist you in selecting the appropriate degree and major for your area of interest.

Metroversity

Metroversity is an option in Spring and Fall semesters only. There is no Summer Metroversity program.

U of L students going to other schools in the Metroversity system:

1. You must register for a minimum of 12 hours, of which no more than 6 credit hours (or up to 8 hours, if two 4 hour courses) may be taken away from U of L.
2. Obtain the Metroversity form from the Registrar's Office at U of L.
3. Complete the Metroversity Form and have it approved by your advisor or department chairman and your Dean's Office or Advising Center.
4. Obtain the signature of the U of L Registrar.
5. Register for all your courses including your Metroversity course(s). Metroversity subjects are listed as separate sections under the subject "Metroversity."
6. Complete registration at the visiting institution as directed by your host registrar.

Students Visiting U of L

Your eligibility for classes is determined by available class space.

1. Obtain all necessary signatures on your Metroversity Form from your home school. No more than 6 credit hours (or up to 8 hours if two 4 hour courses) may be taken at U of L.
2. You must bring your completed form to the Registrar's Office located in the Houchens Building, Room 31, from August 19-23 for Fall 2019 or January 6-10 for Spring 2020 to ensure processing (provided space is available).
3. Special course or lab fees are the responsibility of the student and must be paid when the registration form is submitted.

The University reserves the right to limit participation in the Metroversity program.

Web Registration Hours

The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am (provided it is a valid period for registration and/or drop/add). Due to this expansion of hours, there may be some times the system will be down that is unplanned. If you try and are unable to access the system, please contact the appropriate department at the following times:

Normal Registrar's Office Hours

Monday-Friday, 9:00 a.m.-5:00 p.m., contact the Registrar's Office at (502) 852-6522. All other times contact the Information Technology HelpDesk at (502) 852-7997.

Drop/Add Procedures

You may drop/add at any time during the Early Registration period after your first scheduled time for registration. You may also drop/add any time the system is available (see the Drop/Add and January Registration dates for web registration and in-office assistance; University offices will not re-open until January 2).

Registrations for pass-fail or audit basis must be processed in the Registrar's Office.

Withdrawals From Courses

Refer to the semester calendar for the last day to drop a course and have it deleted from your record and receive a 100% tuition reduction.

After the last day of the drop-add period and up to the last day to drop without academic penalty, you may process your withdrawal using the web system. To process your withdrawal in person, complete a drop/add form and bring it to the Registrar's Office (room 31, Houchens Bldg). During this period, a grade of "W" is assigned to all withdrawn courses. After the last day to drop without academic penalty, you must have the approval of the dean's office.

100% tuition reductions are only granted through the last day of drop-add. Partial tuition reduction deadlines are listed on the [Semester Calendars](#) page.

Priority Registration for Continuing Students—Summer 2019 and Fall 2019

Registration and Drop/Add for Continuing, Returning, and Transfer Students (All continuing students are expected to register during this alphabetic rotation period).
 March 26 - April 4 is reserved for students enrolled in Spring 2019 and returning students not currently enrolled (excluding students who previously attended in "visiting" status).
 Visitors must be readmitted for summer and may first register April 15.

THIS ROTATION SCHEDULE LISTS YOUR FIRST OPPORTUNITY TO REGISTER, WHICH HAS BEEN DETERMINED BASED ON YOUR CLASSIFICATION (NOT INCLUDING SPRING 2019 COURSES), AND AN ALPHABETIC BREAKDOWN BASED ON YOUR LAST NAME. YOU MAY REGISTER AND DROP/ADD ANYTIME AFTER YOUR FIRST OPPORTUNITY ARRIVES.

Transfer students who have completed Orientation and have been advised are allowed to register during this registration period.

Tuesday, March 26 — GRADUATE STUDENTS
 10:30 A–Z

**Wednesday, March 27 — POST
 BACCALAUREATE & SENIORS(90+ hours not
 including Spring 2019)**

8:30 J-O 2:00 A-D
 10:00 P-S 4:00 E-I
 11:30 T-Z

Thursday, March 28 — JUNIORS
 (60+ hours not including Spring 2019)

8:30 J-O 2:00 A-D
 10:00 P-S 4:00 E-I
 11:30 T-Z

Friday, March 29 — SOPHOMORES
 (30+ hours not including Spring 2019)

8:30 J-L 2:00 R-S
 10:00 M-O 4:00 T-V
 11:30 P-Q

Monday, April 1 — SOPHOMORES
 (30+ hours not including Spring 2019)

8:30 W-Z 2:00 E-F
 10:00 A-B 4:00 G-I
 11:30 C-D

Tuesday, April 2 — FRESHMEN
 (under 30 hours prior to Spring 2019)

8:30 J-L 2:00 R-S
 10:00 M-O 4:00 T-V
 11:30 P-Q

Wednesday, April 3 — FRESHMEN
 (under 30 hours prior to Spring 2019)

8:30 W-Z 2:00 E-F
 10:00 A-B 4:00 G-I
 11:30 C-D

**Thursday, April 4 — SPECIAL UNDERGRADUATES
 (CONTINUING STUDIES)**

First Opportunity for special undergraduates and
 continued open for all returning students

Summer:

Summer rotation for Continuing students — Tuesday, March 26 – Thursday, April 4 (see rotation at top of page)

Open Summer registration for Continuing (currently enrolled) students — Friday, April 5 – Tuesday, April 9 (Registration closed April 10 – April 14.) Students notified of student account charges. Financial settlement is due by Friday, May 10.

Extended Summer registration (open for Continuing (currently enrolled) students, Newly Admitted and Non-degree-seeking Visiting students) — Monday, April 15 – Monday, May 6

During this time period, you are expected to review your student account charges on Ulink at Student Services > Tuition-Fees-Payment Options > Account. Financial settlement is due May 10.

Regular Summer registration and drop/add — Tuesday, May 7 – Monday, July 8 (refer to the Summer calendar for deadlines to add courses or drop courses for a 100% tuition reduction for each specific summer term).

Fall:

Fall rotation for Continuing students — Tuesday, March 26 – Thursday, April 4 (see rotation at top of page)

Open registration for Continuing (currently enrolled) students — Friday, April 5 – Sunday, June 30. Students notified of student account charges. Financial settlement is due by Friday, August 23.

Late registration for Continuing (currently enrolled) students, Open Registration for Newly Admitted and Non-degree-seeking Visiting students, and drop/add — Monday, July 1 – Friday, August 23 (Classes begin Monday, August 19.) Students are expected to review student account charges on Ulink at Student Services > Tuition-Fees-Payment Options > Account. Financial settlement is due by Friday, August 23. FRIDAY, AUGUST 23, IS THE LAST DAY TO REGISTER AND DROP/ADD.

Fall Late Registration for Continuing Students; Open Registration for New Students; and Drop/Add Schedule

Late Registration for Continuing Students; Open Registration for New Students; and Drop/Add - WEB Hours

Tues., July 1 — Friday, Aug. 23 (until 10 pm)

The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am (provided it is a valid period for registration and/or drop/add). If you try and are unable to access the system during these times, please contact the appropriate department at the following times:

Normal Registrar's Office Hours

Monday–Friday, 9:00 am–5:00 pm, contact the Registrar's Office at (502) 852–6522. All other times, contact the Information Technology HelpDesk at (502) 852–7997.

Extended Hours for Other University Offices

SPECIFIC REGISTRATION INFORMATION

Students should note that University offices will not be open all hours that the Web registration is available. The Admissions Office and some advising offices may adjust their hours during Registration. Students registering during the evening and Saturday hours may wish to call their advising office and/or Admissions Office for their hours of operation. For more information about advising hours, please contact your school's advising office.
FRIDAY, AUGUST 23, IS THE LAST DAY TO REGISTER AND DROP/ADD.

Drop/Add for Registered Students

ONCE YOU ARE REGISTERED, YOU MAY DROP/ADD ANY TIME THE SYSTEM IS AVAILABLE THROUGH FRIDAY, AUGUST 23RD AT 10 P.M.

Web Registration Hours

The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am (provided it is a valid period for registration and/or drop/add).

Normal Registrar's Office Hours

Monday-Friday, 9:00 a.m.-5:00 p.m., contact the Registrar's Office at (502) 852-6522. All other times contact the Information Technology HelpDesk at (502) 852-7997.

MONDAY, AUGUST 19, IS THE FIRST DAY OF CLASSES.

Tuesday, August 20.....All hours

Wednesday, August 21.....All hours

Thursday, August 22.....All hours

Friday, August 23.....All hours until 10 pm

FRIDAY, AUGUST 23, IS THE LAST DAY TO REGISTER AND DROP/ADD.

Winter Session

Winter Session 2019 registration information will be available soon.

Spring Rotation

SPRING 2020 — Registration and Drop/Add for Continuing Students, Returning Students, and Transfer Students — All continuing students are expected to register during this alphabetic rotation period.

The rotation below is for continuing students enrolled in Fall 2019 and returning students not currently enrolled (excluding students who previously attended in "visiting" status). THIS ROTATION SCHEDULE LISTS YOUR FIRST OPPORTUNITY TO REGISTER, WHICH HAS BEEN DETERMINED BASED ON YOUR CLASSIFICATION (NOT INCLUDING FALL 2019 COURSES), AND AN ALPHABETIC BREAKDOWN BASED ON YOUR LAST NAME. YOU MAY REGISTER AND DROP/ADD ANYTIME AFTER YOUR FIRST OPPORTUNITY ARRIVES. REFER TO THE LISTING OF HOURS OF OPERATION FOR WEB REGISTRATION.

Transfer students who have completed Orientation and have been advised are allowed to register during this registration period.

Monday-Friday, 9:00 a.m.-5:00 p.m., contact the Registrar's Office at (502) 852-6522. All other times contact the Information Technology HelpDesk at (502) 852-7997.

SPECIFIC REGISTRATION INFORMATION

Friday, Nov. 1 — GRADUATE STUDENTS
10:30 A–Z

**Monday, Nov. 4 — POST
BACCALAUREATE & SENIORS(90+ hours
not including Fall 2019)**
8:30 P–S 2:00 E–I
10:00 T–Z 4:00 J–O
11:30 A–D

Tuesday, Nov. 5 — JUNIORS
(60+ hours not including Fall 2019)
8:30 P–S 2:00 E–I
10:00 T–Z 4:00 J–O
11:30 A–D

Wednesday, Nov. 6 — SOPHOMORES
(30+ hours not including Fall 2019)
8:30 P–Q 2:00 W–Z
10:00 R–S 4:00 A–B
11:30 T–V

Thursday, Nov. 7 — SOPHOMORES
(30+ hours not including Fall 2019)
8:30 C–D 2:00 J–L
10:00 E–F 4:00 M–O
11:30 G–I

Friday, Nov. 8 — FRESHMEN
(under 30 hours prior to Fall 2019)
8:30 P–Q 2:00 W–Z
10:00 R–S 4:00 A–B
11:30 T–V

Monday, Nov. 11 — FRESHMEN
(under 30 hours prior to Fall 2019)
8:30 C–D 2:00 J–L
10:00 E–F 4:00 M–O
11:30 G–I

**Tuesday, Nov. 12 — SPECIAL
UNDERGRADUATES (CONTINUING STUDIES)**
First Opportunity for special undergraduates and
continued open for all returning students

**EXTENDED REGISTRATION FOR CONTINUING
(CURRENTLY ENROLLED) STUDENTS —
NOV. 13-19.**

**LATE REGISTRATION FOR CONTINUING (CURRENTLY
ENROLLED) STUDENTS; OPEN REGISTRATION FOR
NEW AND VISITING STUDENTS — NOVEMBER 20 -
JANUARY 10.**

Spring classes begin January 6.

University offices are closed at noon on December 24,
and will re-open January 2, but web registration and
drop/add will be available throughout the holiday break.

Students are expected to review student account
charges on Ulink at Student Services > Tuition-Fees-
Payment Options > Account.

Financial settlement is due by 1/10/20.

SPECIFIC REGISTRATION INFORMATION