

Advising Syllabus and Checklist

Academic Advising is crucial to your success in college. Advisors ensure you know what's required to obtain your degree, what resources are available to you to help you be successful, and answer any questions you may have regarding academic policies and procedures.

To schedule an advising appointment:

- Log into [Louisville.campus.eab.com](https://louisville.campus.eab.com)
- Call 502-852-5597

When should you have an advising appointment?

- In the month prior to enrollment for the next semester (Generally, in October to plan for spring classes, and in March to plan for summer and fall classes.)
- When you are considering changing your schedule (dropping or adding a class you're currently enrolled in.
- When you are considering changing your major or area of emphasis.
- When you are struggling in a class.
- When things happening in your life are impacting how successful you are in your courses.

How should you prepare before an advising appointment?

- Plan to arrive or log on to your appointment a little early to ensure you aren't late.
- Have an idea of which classes you want or believe you need to take. It's usually helpful to have a copy of your most recent education plan or degree audit with you.
- Prepare any questions you have about your degree requirements, internships, or program admission requirements.
- Prepare to clearly identify and articulate any concerns you have regarding your progress toward your degree or your success in classes.

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What you can expect from your advisor:

- First and foremost, your advisor is a “safe space” for you to ask questions and express concerns. Their goal is always to help.
- Your advisor will be knowledgeable about your degree and graduation requirements, University and department policies and procedures, campus resources, and the schedule of classes.
- Your advisor will take detailed notes during your appointment and update your degree progress. After your appointment is finished, you’ll be given a copy of these documents.
- Your advisor will also challenge you. During your college experience, your advisor will task you with discovering and navigating new information related to things like your field of study, career options, research opportunities, campus events and even personal choices that impact your academic success.

Important Resources to Explore

REACH - Peer tutoring and academic coaching

<https://reach.louisville.edu/>

Disability Resource Center

<https://louisville.edu/disability>

The Cultural Center

<https://louisville.edu/culturalcenter>

TRiO Student Support Services

<https://louisville.edu/trio>

The Writing Center

<https://louisville.edu/writingcenter>

LGBT Center

<https://louisville.edu/lgbt>

The Student Success Center

<https://louisville.edu/studentssuccess>

Health Promotion

<https://louisville.edu/healthpromotion>