

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 30 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 conditional status
- All students readmitted to the university after sitting out more than 1 semester
- All approved English majors for Fall Semester only
- All approved English majors with 90 or more credit hours for Spring 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 you reach approximately 90 hours.
- 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/Art History**, please email Theresa Berbet, tberbet01@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:

For Summer/Fall 2017 registration only, advising is not required. Appointments are available for those who wish to see an advisor. Please call (502)852-7439 or visit the Reinhardt Academic Advising Center located in the College of Business, Room 24. **Beginning with Spring 2018 registration, regular advising requirements will resume:**

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
- Students on academic probation

CLOSED BUSINESS CLASSES:

Instructors cannot sign students in to closed classes. Information on waitlisting for courses is available at: Louisville.edu/registrar/registration-information/waitlisting.

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.

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 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 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. 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 852-8039.

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
- 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.

School of Public Health and Information Sciences

The SPHIS undergraduate program requires all students to meet with their academic advisor prior to registration. Please call (502)852-5559 to schedule an advising appointment or visit the HSC Advising Center, room 100, located in the Studio Arts Building (Belknap Campus) on the corner of University Boulevard and Floyd Street. Students who need help with the following are also encouraged to schedule an advising appointment:

- Advising on and referral to university resources
- Withdrawal from all courses
- Course schedule changes.
- Leave of absence requests.
- Transfer credit evaluation.
- Course repetitions.
- Program standing determination.

J.B. Speed School of Engineering

All BS and MEng students are required to be advised by an Academic Counselor within the Engineering Student Success Office each Semester. Students will be unable to register for classes until cleared by an Academic Counselor. Academic Counselors are located in the Engineering Student Success Office 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 of contact the Engineering Student Success Office, call (502)852-8084 or send an email to ssadvise@louisville.edu. MS and PhD students are encouraged to consult with a departmental advisor each semester before registering for graduate level courses. MS and PhD students can seek permission to enroll in restricted classes by emailing the Engineering Graduate Affairs Office enggradadvise@louisville.edu located in room 216 of the J.B. Speed building.

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 102.