

ACADEMIC ADVISING OFFICE

The Academic Advising Office, located in FO 121, has four professional Academic Advisors and a team of student employees. Academic advising focuses on the holistic support of students as they work toward academic, personal and professional goals. At all levels, academic advising is a collaborative process between the student and their Academic or Faculty Advisor. Advisors are accessible, providing accurate information, being sensitive to student differences and maintaining a respectful, caring and supportive environment. All degree-seeking students are assigned to work with a specific Advisor as follows:

Undergraduate Students in the Weekday Women's College are initially assigned an Academic Advisor from the Academic Advising Office. When students declare a major and have achieved a specific level of the curriculum, they are assigned to a Faculty Advisor in their program of study.

Undergraduate Students in the Nursing 2 + 2, Paraprofessional Education and the BA and AA in Leadership programs are assigned to a Faculty Advisor from initial enrollment through graduation.

Graduate Students are assigned to work with a Faculty Advisor in their program from initial enrollment through graduation.

The Academic Advising Office supports the various advising systems and Faculty Advisors and is committed to assisting all students during their academic journey.

Extended Attendance Circumstances

When extenuating attendance circumstances arise, students are expected to contact the instructor regarding making up missed work. The Academic Advising Office (p. 1) serves as a contact point for students with exceptional circumstances such as surgeries, extended illnesses, jury duty, etc.

Advises Undecided Majors (<https://catalog.alverno.edu/LAPS/#undecidedreqtext>), **Undeclared Majors** (<https://catalog.alverno.edu/LAPS/#undecidedreqtext>), **Associate in Arts** (<https://catalog.alverno.edu/LAPS/#aadeqreqtext>) Majors. **Assists with Academic Status** (<https://catalog.alverno.edu/acadpol/acst/>) appeals
Assists & Processes Student Leave of Absences and Official Withdraws (<https://catalog.alverno.edu/acadpol/solow/>).