Bryan Undergraduate Student Services
Office Hours: Monday through Friday 8am-5pm

Bryan Undergraduate Student Services values partnering with students and constituents to promote academic success. We collaborate with faculty, staff, and the community to provide exceptional academic services that support student engagement in quality education, developing marketable skills, and ethical decision-making.

Our mission is to provide academic services to Bryan School students throughout their educational journeys while connecting students to university information and opportunities that enhance their UNCG experience.

Bryan Academic Advising
Advising is a partnership between advisor and student. Advisors will assist the student in any way possible, but it is up to the student to ask questions, make decisions, and take responsibility for following through with any advice provided.

As part of a successful academic advising relationship students will:
➢ Actively participate in the advising partnership.
➢ Make use of communication and information provided.
➢ Register in a timely manner for classes that meet degree requirements.
➢ Develop an understanding of policies and procedures as outlined on the Bryan Undergraduate Student Services website and in the University Catalog.
➢ Develop knowledge of University resources.
➢ Identify academic, personal, and career goals.
➢ Seek opportunities for activities that enhance the educational experience.

Advising Appointments
Bryan Undergraduate Student Services Advisors are available throughout the year to assist with anything you need. Send an email to your advisor or call the office whenever necessary, however, it is often best to go ahead and schedule an appointment. Please keep in mind that your advisor is likely helping hundreds of students and may not be available immediately via email or by appointment.

Students must schedule an appointment with their advisor using Starfish. We offer phone and virtual appointments for those who cannot easily come to campus during regular advising hours.
Each student is required to meet with his or her academic advisor at least once each semester to receive their advising code. Students will not be able to register for classes without an advising code.

We also typically have walk-in hours each week for urgent concerns. Please note that we do not give out advising codes or create graduation plans during walk-in hours.

**Preparing for Your Advising Appointment**

Students are encouraged to be prepared a few minutes early for their advising appointment. Students that are 5 minutes late or more may be asked to reschedule the appointment. Plan ahead for your appointment by making a list of any questions you have.

For registration advising appointments, you will also want to review your current Degree Works evaluation, review the class schedule, put together a list of classes you would like to take, and know what your current grades are in each class you are taking.

**Student/Advisor Expectations**

In order to facilitate positive partnerships, advisors and students are each expected to adhere to certain expectations. Following these mutual guidelines will ensure the best possible advisor/student relationship. Here is a general outline of our respective responsibilities throughout your time at UNCG:

**Advisor Responsibilities:**
- Provide services in a professional, efficient, and timely manner
- Interpret curriculum and policies as clearly, accurately, and consistently as possible
- Assist student with academic transitions and foster professional development experiences
- Help students identify realistic educational and career goals
- Have a thorough knowledge of campus resources and refer as appropriate
- Advocate for student’s best interest

**Student Responsibilities:**
- Maintain professionalism—in communications and conduct
- Actively seek assistance when needed; know University resources and follow through with referrals
- Check UNCG iSpartan email daily – this is the main form of University communication
- Identify and follow University and Bryan School requirements, policies, and important deadlines
- Set realistic expectations for yourself
- Take initiative and ownership of your educational experience and personal success

**BUSS Advising Timeline**

Please remember that you can contact your advisor at any time, for any reason. Certain times of the year however, are busier than others. It might be useful for you to understand our advising cycle and to see how our semesters are typically structured.

The following is a timeline of advising activities by month with suggestions for the types of appointments that would work best at those times. Use this as a general guide to see what the ideal time is to come in for the kinds of things that can be planned in advance.
<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
<th>Suggested Appointment Types</th>
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<tbody>
<tr>
<td><strong>Early August</strong></td>
<td>Advising SOAR On-Call Hours</td>
<td>This is a good time to come in for any last-minute concerns or questions about the Fall semester. We also work with new students at SOAR to create a Fall schedule. On-Call hours are between 9am and 4pm one week before classes start and during the first week of classes. On-Call hours are for urgent issues or course scheduling problems. All advisors work on-call hours, so your advisor’s response time for emails will vary.</td>
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<tr>
<td>**Late August/</td>
<td>Advising Walk-In Hours</td>
<td>Is your major right for you? Are you looking for an internship? This is also a great time to ask your advisor about a graduation plan or to discuss Study Abroad. Walk-In hours are available Tuesdays – Thursdays from 1pm to 3pm offered on a first come, first served basis. Use Walk-In hours for quick questions or pressing concerns.</td>
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<td>September**</td>
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<tr>
<td><strong>Late September</strong></td>
<td>Peak Advising</td>
<td>Set up an appointment for registration advising. You will want to get on your advisor’s calendar early!</td>
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<td><strong>October – November</strong></td>
<td>Peak Advising No Walk-Ins; call for details</td>
<td>Use this time to meet with your advisor for registration advising for the next semester. Get on your advisor’s calendar as soon as possible! Peak Advising appointments are usually 20 minutes long. Each advisor will be working with hundreds of students, so your advisor’s availability and response time for emails will vary.</td>
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<td><strong>December</strong></td>
<td>Advising Walk-In Hours</td>
<td>Meet with your advisor to discuss Summer classes or for any last-minute concerns or questions about the Spring semester.</td>
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<td><strong>Early January</strong></td>
<td>Advising On-Call Hours</td>
<td>On-Call hours are between 9am and 4pm one week before classes start and during the first week of classes.</td>
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<td>**Late January/</td>
<td>Advising Walk-In Hours</td>
<td>Is your major right for you? Are you looking for an internship? This is also a great time to ask your advisor for a graduation plan or to discuss Study Abroad.</td>
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<td><strong>February</strong></td>
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<td><strong>Late February</strong></td>
<td>Peak Advising</td>
<td>Set up an appointment for registration advising. You will want to get on your advisor’s calendar early!</td>
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<td><strong>March – April</strong></td>
<td>Peak Advising No Walk-Ins; call for details</td>
<td>Use this time to meet with your advisor for registration advising for the next semester. Get on your advisor’s calendar as soon as possible! Each advisor will be working with hundreds of students, so your advisor’s availability and response time for emails will vary.</td>
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<td><strong>May</strong></td>
<td>Advising Graduation Walk-In Hours</td>
<td>This is a good time for any last-minute concerns or questions about Summer classes or the Fall semester. We work on all aspects of the Bryan School May graduation ceremony, so advisor availability may vary.</td>
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<td><strong>June</strong></td>
<td>Advising SOAR Walk-In Hours</td>
<td>We spend the month of June working primarily with new freshmen and transfer students. Advisor availability and email response times may vary.</td>
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<td><strong>July</strong></td>
<td>Advising Walk-In Hours</td>
<td>Is your major right for you? Are you looking for an internship? This is also a great time to ask your advisor about a graduation plan or to discuss Study Abroad.</td>
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