

Guidelines for Departmental Undergraduate Advising Websites

Advising Redesign Team, UNC Charlotte

The purpose of these guidelines is to enhance the use of departmental undergraduate advising websites by providing clear, consistent and up-to-date information for students, to make it easier for them to navigate the system while allowing for departmental flexibility. What is provided below is a compilation of best practices that consist of distinct information that cannot be found on the central Advising Website (<http://advising.uncc.edu>).

Please be sure the website is updated at least once/semester and at any time there is a significant change in departmental information.

1. Have a prominent advising link with the other key links on the departmental homepage.
2. Keep the homepage advising link available at all times. When the advising link is selected, display an overview of what the page holds with links to different advising sources (see *a* through *i* below).
3. Page should include links to the following information:
 - a. **Announcements**
 - b. **Overview**
 - i. **Statement of advising responsibility: Department and Students**
Note: Students receive similar information in advising folders and at the central Advising website: <http://advising.uncc.edu/my-advisor>. Please refer here to be consistent in messages about student responsibility.
 - ii. **College's advising center (what to go there for v. dept.; include link)**
 - c. **Advisors**
 - i. **Who's My Advisor?** (<http://advising.uncc.edu/my-advisor/finding>)
Note: All students should have an accurate advisor assignment in Banner. The central Advising website directs students to this link to find their advisor. Please see this information to provide consistent messages to students.
 - ii. **Contact Information**
 - iii. **Office Hours**
Note: If advisors are tenured or tenure-track faculty, maybe have their name be a link to their website so that students can see their office hours that way.
 - iv. **Departmental Advisor Bios/Photos**
 - v. **Departmental Advising Process**
 1. How to make appointments
 2. When appointments are available
 3. Mandatory advising
 4. Advising Appointment Preparation Tips (i.e., things students must bring)
 5. Advising Worksheets/Degree Check Sheets
 - d. **Plans of Study** (including degree requirements)
 - i. Link to Teacher Licensure (if applicable)
 - ii. Online Courses (if applicable)
 - e. **Course Rotation** (fall, spring, summer)
 - f. **Degree Evaluation (CAPP)** (<http://registrar.uncc.edu/students/CAPP.htm>)
 - g. **Experiential Opportunities**
 - i. Internships (also refer to University Career Center, <http://career.uncc.edu>)
 - ii. Service Learning Courses

- iii. Undergraduate Research Opportunities
- iv. Study Abroad Opportunities (www.edabroad.uncc.edu; also refer to Office of International Programs, <http://oip.uncc.edu>)
- v. Co-operative Education
- vi. Scholarships Related to the Major
- h. **FAQs** (see information below)
- i. **Resources** (links only)
 - i. Central Academic Advising Website (<http://advising.uncc.edu>)
 - ii. College's Advising Center Website
 - iii. General Education Requirements (<http://genedl.uncc.edu>)
 - iv. Undergraduate Catalog (<http://catalog.uncc.edu>)
 - v. Graduate Catalog (<http://catalog.uncc.edu>)
 - vi. Final Exam Schedule (<http://registrar.uncc.edu/exam.htm>)
 - vii. Official University Academic Calendar (<http://registrar.uncc.edu/calendars/calendar.asp>)
 - viii. University Career Center (<http://career.uncc.edu>)
 - ix. Office of Registrar (<http://registrar.uncc.edu>)
 - x. Writing Resource Center (<http://wrc.uncc.edu>)
 - xi. Tutorial Services, Supplemental Instruction, Other Academic Support (<http://ucae.uncc.edu>)

FAQs: Divided into categories of questions and links (i.e., general questions about advising, questions about the major degree requirements, questions about graduation and GPA requirements, registration for classes and restricted courses)

Departmental/Program Advising Only

1. What do I learn from this major?
2. What can I do with this major?
3. When can I see an advisor?
4. How do I find out who my advisor is?
5. How do I make appointments with my advisor?
6. I have general questions about advising that I need help with right now. Where do I go?
7. What is my major GPA?
8. Can I bypass pre-requisites for a course?
9. How do I get a permit for a class?
10. How and when do I sign up for senior seminar?
11. I want to register for a course, but it is closed because the section has reached its maximum enrollment. Can I get onto a wait list for the course and, if so, how?
12. What is the difference between the pre-major and the major?
13. Am I required to study a foreign language? If so, what are my foreign language options?
14. How many hours do I need in order graduate?
15. What GPA do I have to have to graduate?
16. How do I find out if I have enough credits/all classes required to graduate?
17. Do I have to make a C or better in all major classes?
18. What if I make a D in a course that is not a prerequisite for another course