

College Academic Advising Office: An Overview

Each student is assigned an academic adviser prior to matriculation and has an adviser assigned throughout their four years of study. Each academic adviser is a dedicated staff member who provides holistic guidance on transitioning to and succeeding at UChicago.

How do I contact a student's Academic Adviser?

- A student's academic adviser is listed on each class roster on facultyaccess.uchicago.edu.
- Each roster also has a DOS (Dean of Students) Alert functionality. If this box is selected for a student, the student's adviser will be notified and the adviser will reach out to the instructor.

How can Instructors and Academic Advisers work together to support students?

- Please reach out to the adviser if a student displays a pattern of missing class and/or assignments, is in danger of failing the course, or you have any concerns about the student's well-being.
- Advisers can also answer questions about administrative remedies, such as course withdrawals or incompletes.
 - These processes require student involvement. If the student does not take action, the adviser will encourage the instructor to assign the grade that the student has earned.
 - To withdraw from a course a student must seek approval from the student's adviser.

What are some other ways that College Advising works with Academic Departments?

- Degree requirements and approvals: Advisers serve as the record-keepers for any departmental approvals that students have received for their major or minor programs.
- College Catalog production: The College Dean of Students office works with departments to produce each year's College Catalog.
- Transfer credit evaluations: The College Dean of Students office works with departments to evaluate transfer courses for UChicago credit.
- Departmental liaisons: Each adviser serves as a liaison to an academic department. The liaison is the contact person for any curricular changes that the department wants to share with advisers. The Deans in the College DOS also work closely with departments to answer any questions regarding policy, majors, minors, and other concerns.

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