



Bryan Undergraduate Student Services
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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. The Bryan Undergraduate Student Services Office prides ourselves on giving students one-to-one attention and we encourage all our students to begin to form a relationship with their advisor as early as the first semester. 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. Students must schedule an appointment with their advisor using Starfish. We offer phone 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 show up a few minutes early for their advising appointment. Students arriving 5 minutes late or more will 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

As you have certain expectations of us, we also have expectations of you. Here is a general outline of our respective responsibilities throughout your time at UNCG.

Advisor Responsibilities:

- Provide services in an efficient and timely manner
- Develop partnership with advisee based on mutual respect and trust
- Interpret curriculum and policies clearly, accurately, and consistently
- Act as link between student and university
- Mentor student through transition to college and professional development needs
- Advocate for student's best interest
- Help students identify realistic educational and career goals
- Identify conditions that may hinder a student's academic progress, and propose realistic alternative options based on student's needs and interests.
- Have a thorough knowledge of campus resources and refer as appropriate

Student Responsibilities:

- Maintain professionalism—in communications and conduct
- Develop partnership with advisor based on mutual respect and trust
- Actively seek assistance – make appointments when necessary and arrive on time with questions, ideas, and session goals in mind
- Understand that your advisor is also helping hundreds of other students
- Check UNCG iSpartan email daily – this is the main form of University communication
- Identify and follow University and Bryan School rules, requirements, policies, and procedures as well as important dates and deadlines
- Know University resources and follow through with referrals
- 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.

Month	Activities	Suggested Appointment Types
Early August	Advising SOAR On-Call Hours	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.
Late August/September	Advising Walk-In Hours	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.
Late September	Peak Advising	Set up an appointment for registration advising. You will want to get on your advisor's calendar early!
October - November	Peak Advising No Walk-Ins; call for details	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.
December	Advising Walk-In Hours	Meet with your advisor to discuss Summer classes or for any last-minute concerns or questions about the Spring semester.
Early January	Advising On-Call Hours	On-Call hours are between 9am and 4pm one week before classes start and during the first week of classes.
Late January/February	Advising Walk-In Hours	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.
Late February	Peak Advising	Set up an appointment for registration advising. You will want to get on your advisor's calendar early!
March - April	Peak Advising No Walk-Ins; call for details	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.
May	Advising Graduation Walk-In Hours	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.
June	Advising SOAR Walk-In Hours	We spend the month of June working primarily with new freshmen and transfer students. Advisor availability and email response times may vary.
July	Advising Walk-In Hours	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.