

CONNECTING WITH YOUR CEHD STUDENT SERVICES ADVISER

What is the best way for me to connect with my adviser?

Students have several different options for connecting with their Student Services adviser. Here is a brief overview of these options to help you decide which way to connect.

Drop-in Advising:

Drop-in advising is an opportunity for you to speak with an adviser without needing to have a pre-scheduled appointment. Drop-in advising is usually limited to a 10 to 15 minute session on a first come, first serve basis. You can discuss things like answers to short questions, signatures on forms, time-sensitive matters, or a quick review of classes. Drop-in advising should not be used for doing extensive planning, for discussing complicated questions, or for reviewing academic holds (e.g. undeclared 'OA' holds or probation 'PB' holds). If you drop by and your question is better for a full-length conversation, your adviser will let you know to schedule an individual appointment.

Email:

Email is a quick and convenient way to have your advising questions answered. Advisers typically respond within two business days but expect that there may be delays during peak advising periods like registration. Use email to ask your adviser about general requirements, policies, forms, or resources on campus. Email should not be used for doing extensive planning or for asking complicated questions. If your question is better for an in person conversation, your adviser will let you know to schedule an individual appointment.

Individual Appointments:

Individual appointments with your adviser are generally scheduled for 30 minutes in length and need to be scheduled at least one day ahead of time. These appointments are intended for you to have individual time with your adviser to discuss connections between your individual goals and your education. Typical conversation topics include exploring majors, registration planning, identifying personal goals, navigation of campus resources, celebration of successes and support for any academic/personal/emotional obstacle in your way.