

### **Q. Who is my academic advisor?**

Your academic advisor is assigned to you through your major department, and is posted to your academic record by the Registrar upon receiving the advisor assignment. You can find your advisor's name, office location, phone number and e-mail on [My SC Web](#). If you have not been assigned an advisor, contact your major's department chairperson.

### **Q. Why do I need an academic advisor?**

Advisors guide students in formulating their educational goals, and help them to translate their goals, interests, and career aspirations into an effective and realistic academic plan. Your advisor will also help you understand the academic requirements that give structure to your course of study.

### **Q. When should I meet with my academic advisor?**

You will want to meet with your advisor regularly. Many students find it helpful to meet with their advisor at least three times each academic term. At minimum, you **MUST** meet with your advisor prior to registering so he or she can release your advising hold.

### **Q. How do I make an appointment with my advisor?**

It depends on the time of the semester:

- Most advisors have office hours posted on their door. During slow times of the semester, and if you have a quick question, you can just drop by during those times.
- During busy registration times, advisors hold additional appointment times, but you must schedule ahead. If your academic advisor is a faculty member, he or she probably has a sign-up sheet on his or her door. The surest way to get an appointment time is to stop by and sign up for an appointment. Your advisor may not have time to call or e-mail you back during registration periods.
- If you need an appointment outside of posted hours, e-mail or call your advisor and suggest 3 or 4 times that would work for you to meet. (That may save you calling or e-mailing back and forth.)

- If you've tried the above and have trouble reaching your advisor, contact the department chairperson.

**Q. Can I change my advisor?**

If you want to request a new advisor, you must make that request to your major's department chairperson. If that request is granted, a Change of Major/Minor/Concentration/Advisor form (with your chairperson's signature) must be submitted to the Registrar's Office.

**Q. How do I change my major?**

Some majors require you to submit a letter of application and/or other materials. Many majors simply require you to meet with the chairperson of that department, and to submit an approved Change of Major/Minor/Concentration/Advisor form to the Office of the Registrar. For more information, or a link to that form, click on the "Major Programs of Study" link to the left of this page.