

Frequently Asked Advising Questions

I would like to declare my major as Communication Studies, what should I do?

Step 1 – Determine if you meet the requirements to declare CST as your major. These can be found on the CST website. If requirements are met proceed to **Step 2**.

Step 2 – Complete **A DEPARTMENTAL REQUEST FOR CHANGE OF UNDERGRADUATE MAJOR** form. This form is available in the CST Office lobby or from the CST Office Administrator in Ferguson Rm. 102 or 103. Return the completed form to the Office Administrator in Ferguson 102 or 103.

Step 3 – The form will be reviewed by the Communication Studies Department Head. If requirements are met, the form will be signed.

Step 4 – Declare your major and/or minor on the web at:
<https://web.uncg.edu/reg/secure/majorchange.asp>

I have completed my paperwork and have been accepted as a Communication Studies major, now what do I do?

Or

I am a declared Communication Major, I just have some advising questions, how do I get an appointment?

- You will need to contact (via email) one of the two CST Departmental Advisors to arrange an advising appointment. We strongly suggested that you arrange an advising session during the semester to insure you will be able to register on schedule. This will insure you will have quality time with your advisor. Advising will take place throughout the fall and spring semesters on a first-come-first-serve basis, so schedule your appointments as they are needed.

When should I email for an advising session?

- Whenever you have a question about your status, especially the semester before you are planning to graduate
- If there is a discrepancy between your records and what is listed on your degree evaluation/audit
- During advising period if you are uncertain about courses to take

What do I need to do before and what do I need to bring to my advising appointment?

Prepare for your advising meeting by considering the following questions:

- What classes do you want to take next semester?
- What holes you see in your current plan of study? How might these affect your graduation date?
- What you want to do with your life?
- In what ways does your plan of study prepare you for your goals?

You will want to do a little research to be prepared to answer these questions.

Attend your advising meeting with the following materials: your transcripts, departmental check sheets, audit forms, and any material you may have received from the advisors at the College of Arts & Sciences Advising (CASA) office or Student Academic Services.

I need an advising code to register, how do I get my code?

Your advising code can only be given during the UNCG designated advising period and is required to register for classes. Only your advisor is authorized to give you your advising code. For your security and protection, your advising code may not be given to anyone without your written consent. If you are advised at a time other than the UNCG designated advising period, you can pick up your code at CST Express Advising.

If you do not feel that you need a formal advising session this semester, you may pick up your advising code at Express Advising as well.

I've heard about Express Advising, what is it?

Express Advising sessions will be held during the UNCG designated advising periods. This will be an opportunity for you to drop in to a central location to receive your advising code. You will receive Departmental notification with specific dates and location.