

To: **All CARS students**

From: Ms. Ann Ramsey, Master Advisor  
Dr. Gwendolyn O'Neal, Chair

Date: September 17, 2008

**RE: Academic Advising Day October 29, 2008**

The CARS Department changed our advising schedule from the previous format where students signed up on lists posted on faculty doors during a two week period, to a one day format. The next advising day will be **Wednesday, October 29, 2008 and all CARS students will be required to attend.** All CARS classes will be canceled on that day.

The advising schedule is as follows:

- **Sophomores** will be advised between 9:00 a.m. to 10:30 a.m.
- **Juniors** will be advised between 10:30 a.m. and 12:00 p.m.
- **Seniors** will be advised between 1:00 p.m. and 2:30 p.m.

**\*\*\*Freshman will be advised by Mrs. Jennifer Clark in the HES Advising Center, 228 Stone. Specifics regarding freshman advising will be e-mailed to them at a later date.**

You should plan to arrive at the EUC Joyner and Sharpe rooms between the times listed above for your class designation. You **MUST** bring the following:

1. An **advising form** which can be picked up outside the CARS office (210 Stone Bldg.)
2. A **completed plan of study** (form is attached to this email), and
3. A **detailed audit sheet** or detailed **degree evaluation** which can be found online.

If you do not have these three (3) completed documents with you when you arrive for advising, you will be asked to visit a computer lab on campus to obtain them before returning to be advised.

**NOTE:** If you have a **scheduling conflict** due to another class at UNCG, please email Ms. Ramsey at [agramsey@uncg.edu](mailto:agramsey@uncg.edu) and she will reschedule you for another time slot on advising day. ***Work schedule conflicts and other leisure events are not acceptable excuses for not participating in Advising Day.*** **Academic Advising is your educational obligation.**