

Frequently Asked Questions

King's College Academic Advisement Office

August 10th, 2020

- 1. What/Who is the Academic Advisement Office?** The Academic Advisement Office serves an integral role in the educational mission of King's College and in the academic guidance of all full-time students, particularly freshmen and transfers entering the College. The Academic Advisement Office provides the following services to students: Placement Testing for First-Year Students, Assignment of Academic Advisor(s), Course Registration for Students New to King's College, Course Registration for Re-Admits, Processing of Academic Alert(s), Change of Major/Change of Advisor Requests, Course Withdrawal Requests, and Academic Standing.
- 2. Where is the office located?** The Academic Advisement Office is located in the Mulligan Physical Science Center, Room 95, near the Post Office.
- 3. How do I speak with a staff member?** Any member of the Academic Advisement Office can be contacted by way of his or her office phone/extension or King's College email address.
- 4. How will the Office of Academic Advisement operate during the Fall 2020 semester?** The office will be open during regular College business hours, Monday – Friday, 8:30am to 4:30pm. Services will be BY APPOINTMENT ONLY, as we cannot accommodate walk-ins. Staff members will be available on-campus on a rotating basis; however, on the days they are not physically in the office, they will be available through other means (virtually, email, phone, etc.). The following forms will no longer be available in hard copy format, as they will be made available virtually or through the [Academic Advisement Website](#). These forms include the following:
 - [Change of Major/Advisor Request Form](#)
 - [Course Withdrawal Request Form](#)
 - [Student Information Release Form \(FERPA\)](#)
- 5. How will appointments be conducted for the Fall 2020 semester?** During the Fall semester, the preferred appointment method will be virtual (via Zoom or Microsoft Teams). In-person appointments will be available on a limited basis.
- 6. How can students make an appointment with their assigned Academic Advisors?** Most Academic Advisors will provide their advisees a preferred means by which to schedule appointments. Students should follow the instructions provided by their advisors. If a student is unsure of how to schedule an appointment, he or she can always send the advisor an email or call the advisor's office phone.
- 7. How can students make appointments with members of the Academic Advisement Office?** To schedule an appointment with a staff member of the Academic Advisement Office, students may contact the staff member individually or by or by utilizing the Academic Advisement Office Bookings link. Staff members include:
 - John Kratz, Director
 - Rev. Charles Kociolek, C.S.C., Associate Director
 - Jennifer Washicosky, Academic Advisor

- d. Kelly Mulhern, Academic Advisor
- e. Judi O'Borski, Administrative Assistant

- 8. How do I change my major?** Prior to changing a major, a student should always consult with his or her Academic Advisor, the Department Chair of their new major, and/or a member of the Academic Advisement Office. To officially change a major, a student must complete the [Online Change of Major Form](#).
- 9. How do I declare a second major or a minor?** The [Online Change of Major Form](#) includes the option to declare a second major (dual major), a third major and/or a minor. All of these options should be discussed with your academic advisor.
- 10. How do I add/drop a course?** Students can add or drop courses on Web-Advisor until midnight on 8/31/2020. To add, use the search & register functions in Web-Advisor. To drop, use the drop section function in Web-Advisor. Always consult with your Academic Advisor prior to Adding or Dropping a course!
- 11. How do I withdraw from a course?** The last day for authorized course withdrawal is Friday, October 30th, 2020. A student should always consult with the Instructor and Academic Advisor prior to withdrawing from a course. To officially withdraw from a course, a student must complete the [Online Course Withdrawal Form](#).
- 12. How do I withdraw from the College?** Students who wish to withdraw from the College must contact Rev. Thomas Looney (thomaslooney@kings.edu) to initiate the process.
- 13. How do I register my classes for next semester?** Students are required to meet with their Academic Advisors during the Advisement Period before they can register for courses next semester. After they meet with their Advisors, they can register their courses in Web-Advisor during the Registration Period.
- 14. What do I do if I receive an Academic Alert?** An Academic Alert is a course instructor's notification to an Academic Advisor that a student is not meeting course expectations. This may be due to several absences, low quiz/test scores, or poor performance on assignments. A student should communicate with his or her academic advisor and instructor and develop a plan to get back on track. Students may be referred to support areas like the Tutoring Center or the Writing Center and should discuss any issues that may stand in the way of success in a course.
- 15. How do I access the Academic Planners?** Students, faculty, staff can access the Academic Planner on the College's website or by clicking the following link - https://www.kings.edu/academics/essentials/academic_planners