

Frequently Asked Questions

King's College Academic Advisement Office

January 18, 2021

- 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?** The most effective way for a student, faculty, or staff member to contact a member of the Academic Advisement Office is through their King's email or via their office phone number and extension.

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| Academic Advisement Office Email: AcademicAdvisement@kings.edu Phone: 570-208-5872 Book an appointment | Mrs. Judi O'Borski Administrative Assistant E-mail: judioborski@kings.edu Phone: 570-208-5872 |
| Mr. John R. Kratz Director of Academic Advisement E-mail: johnkratz@kings.edu Phone: 570-208-5893 Book an appointment | Rev. Charles Kociolek, C.S.C. Associate Director of Academic Advisement E-mail: charleskociolek@kings.edu Phone: 570-208-5912 Book an appointment |
| Mrs. Jen Washicosky Academic Advisor / Transfer Advisor E-mail: jenniferwashicosky@kings.edu Phone: 570-208-5969 Book an appointment | Mrs. Kelly Mulhern Academic Advisor E-mail: kellymulhern@kings.edu Phone: 570-208-8152 Book an appointment |

- 4. How will the Office of Academic Advisement operate during the SPRING 2021 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 Form](#)
 - [Course Withdrawal Form](#)
 - [Student Information Release Form \(FERPA\)](#)

5. **How will appointments be conducted for the Spring 2021 semester?** During the Spring semester, the preferred appointment method will be virtual (via Zoom or Microsoft Teams); however, in-person appointment will be available on a limited basis.
6. **How can students make an appointment with their assigned Academic Advisor?** Most Academic Advisors will provide their advisees a preferred means in which they can schedule an appointment. Students should follow the instructions provided by their advisor. In the student is unsure of how to schedule an appointment, they can always send their advisor an email or call their advisor.
7. **How can students make an appointment with a member 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 following link: [Book an appointment](#)
8. **How do I change my major?** Prior to changing their major, students should always consult with their Academic Advisor, the Department Chair of their new major and/or a member of the Academic Advisement Office. To officially change a major, students must complete the [Change of Major Form](#).
9. **How do I declare a second major or a minor?** The [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 February 8, 2021. 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, April 9, 2021. Students 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 [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 Advisor during the Advisement Period before they can register for classes next semester. After they meet with their Advisor, they can register their courses in Web-Advisor during the Registration Period. Check the [King's College Calendar](#) for specific dates.
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 the course expectations. This may be due to several absences or low quiz/test scores. Students should plan to meet with their academic advisor and instructor to work together 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 their 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
16. **General Questions?** Contact the main office by calling 570-208-5872 or via email at AcademicAdvisement@kings.edu.