Our Mission

The Academic Advising Center guides and supports undergraduate students in fulfilling Xavier’s mission to form students intellectually, morally, and spiritually by helping them pursue their educational plans and programs, aid them in fulfilling their major/minor or degree requirements and to be academically successful.

The office ensures that every undergraduate student in the three colleges has an academic advisor, understands the University’s academic policies, registration procedures, core curriculum requirements and requirements of individual majors. Advisors know that the first year can be challenging for some students, therefore, we want to help students establish personal goals and develop educational plans which will persist through graduation and beyond.
**ADVISOR’S RESPONSIBILITIES**

- Provide students accurate information about University policies, programs, core curriculum requirements, major/minor requirements; academic advising and registration procedures.
- Help students select courses each semester that are appropriate and/or required.
- Introduce students to diverse majors and/or career opportunities.
- Acquaint students with the various support services: tutoring programs, study groups, academic clubs, etc.
- Help students develop good study habits.
- Monitor students’ academic performance during the academic year and recommend, if necessary, strategies to improve weaknesses and enhance strengths.
- Make proper referrals when necessary (e.g. deans, department chairs, directors: health and wellness center, psychological services, career services center, campus ministry, learning assistance center).

**STUDENT’S RESPONSIBILITIES**

- Consult with the advisor at least once a semester or as often as necessary.
- Make appointments for advising sessions during regularly agreed upon office hours.
- Notify the advisor or someone in the advisor’s office if it is impossible to keep appointments.
- Be prepared for appointments during academic advising and priority registration: view the current online schedule of classes, have the necessary forms, some idea of the kind of courses and, if possible, alternates.
- Clarify some personal values and goals in advance of the session and be prepared to discuss them with their advisor.
- Follow through with appropriate action after an advising session (e.g., a visit to the office of the dean, office of the registrar, career services center, etc.)
- Know important dates for each semester, such as the last day to change, drop or add classes, or the graduation application deadline.
- Note: While advisors are available for guidance, students are ultimately responsible for satisfying all degree requirements as spelled out in the online University catalog, under which they entered.

**ORGANIZATION & DELIVERY OF SERVICES**

Academic advising is provided for students in the College of Arts and Sciences, College of Professional Science, Williams College of Business and for students in the Adult Weekend and Evening Programs. Exploratory students are assigned academic advisors in the academic advising center. Students with other majors are assigned advisors in the academic departments of the colleges. A listing of academic advisors in the academic advising center follows:

**Location**

The academic advising center is located in the Conaton Learning Commons (CLC), 514.

<table>
<thead>
<tr>
<th>Advisors in the Advising Center</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exploratory freshmen, FSPs &amp; sophomores in the College of Arts and Sciences</strong></td>
<td>CLC 513, 513-745-3294</td>
</tr>
<tr>
<td>Mrs. Mollie Labeda</td>
<td><a href="mailto:labedam@xavier.edu">labedam@xavier.edu</a> • CLC 513, 513-745-3294</td>
</tr>
<tr>
<td><strong>Exploratory freshmen &amp; Biology freshmen in the College of Arts &amp; Sciences</strong></td>
<td>CLC 502, 513-745-2978</td>
</tr>
<tr>
<td>Ms. Karen J. Sykes</td>
<td><a href="mailto:sykes@xavier.edu">sykes@xavier.edu</a> • CLC 502, 513-745-2978</td>
</tr>
<tr>
<td><strong>Director, Adult, Weekend, Evening Program &amp; Transfers</strong></td>
<td>CLC 514, 513-745-2975</td>
</tr>
<tr>
<td>Mrs. Barb Garand</td>
<td><a href="mailto:garand@xavier.edu">garand@xavier.edu</a> • CLC 514, 513-745-2975</td>
</tr>
<tr>
<td><strong>Administrative Assistant</strong></td>
<td>Cintas 217, 513-745-3488; ML 7540</td>
</tr>
<tr>
<td>Ms. Bobbie Terlau</td>
<td><a href="mailto:terlaub@xavier.edu">terlaub@xavier.edu</a> • Cintas 217, 513-745-3488; ML 7540</td>
</tr>
</tbody>
</table>

**Exploratory freshmen, FSPs & sophomores in the College of Arts and Sciences**

**Exploratory freshmen & Biology freshmen in the College of Arts & Sciences**

**Director, Adult, Weekend, Evening Program & Transfers**

**Administrative Assistant**
FAQs

Q. How do I find out who my academic advisor is and where their office is located?
A. In the Student Hub in “Self-Service”, click on “Student Services” select “Academic Records” and choose “Student Information”. To find contact information and location of their office, go to the Hub and click on Directory and enter their name.

Q. How do I schedule an appointment with my advisor?
A. Once you have their email address you can contact them and ask how they want you to schedule an appointment.

Q. How often should I meet with my advisor?
A. You are required to meet with your advisor at least once a semester. However, feel free to contact your advisor as often as necessary. Yes, they can help in choosing your classes but can also serve as your advocate, if needed, answer questions about your major and core requirements, help if you’re struggling academically, explain how to add a major/minor and make referrals, as necessary, to support offices on campus. Such as tutoring, career development, math and writing labs, clubs etc.

Q. How many credit hours do I need to be a sophomore, junior or senior?
A. Freshmen - Students who have earned 0 to 23.99 credit hours
Sophomores – Students who have earned 24 to 54.99 credit hours
Juniors – Students who have earned 55 to 89.99 credit hours
Seniors – Student who have earned a minimum of 90 credit hours

Q. How many credit hours should I take each semester?
A. The average load is 15 semester hours each semester (16 if there is a lab).

Q. What does the “I”, “VF”, “W” etc. mean on my transcript?
A.

VF = Failure to officially withdraw
W = Official withdrawal
I = Incomplete, changed when grade is assigned
AU = Audit, no credit or grade earned
S = Passing/Satisfactory, credit earned
U = Not passing/Unsatisfactory, credit earned
NC = No credit earned, non-grade course
NR = No grade reported.
Q. I’ve been put on “Academic Warning”, what does this mean?
A. A student is in good academic if they have earned a cumulative GPA of 2.0 or better (a “C” average or better).

**Academic Warning:** Any freshman in a baccalaureate degree program who’s cumulative GPA of 1.750 to 1.999 receives an academic warning.

**Academic Probation:** A freshman in a baccalaureate degree program who’s cumulative GPA falls below 1.750 is put on academic probation. An upper classman in a baccalaureate program whose cumulative GPA is below 2.0 is placed on academic probation.

**Academic Suspension:** Students on academic probation who fail to restore their cumulative GPA to 2.0 within two semesters will be suspended. In addition, any freshmen or probationary student who receives more than one failing grade in a semester will be suspended.

Q. As a student, do I have any responsibilities?
A. Yes, it’s your responsibility to be informed about all regulations and procedures required by the program and by the University. In no case will a regulation be waived or an exception made because a student pleads ignorance of the regulation or asserts that the information was not given by an advisor or other authority.

Q. What is DegreeWorks and why should I use it?
A. DegreeWorks is a web-based tool to help students plan for graduation. Some of the benefits of using DegreeWorks are; seeing how far you’ve come and how far you still have to go, it includes a GPA calculator that can calculate your GPA based on grades you expect to earn for the term and allows you to do a “What If” option to see how adding a major/minor would affect graduation. For more information on DegreeWorks, click on the following link: https://www.youtube.com/watch?v=NSZD6qE0URY&feature=youtu.be

Q. What’s the difference between “dropping” a class and “withdrawing” from a class?
A. A class that is “dropped” from your schedule through the 7th calendar day of the semester will be dropped and not appear on your academic record.

However, after the 7th day of the semester, you “withdraw” from the class and a “W” will appear on your academic transcript. The grade of “W” does not affect your GPA and you will still be considered a full-time student.

The first step you need to take before adding, dropping or withdrawing from a class, is to check with your academic advisor. They will be able walk you through this process.

---

**For More Specific Information**

Refer to the online catalog at http://catalog.xavier.edu for policies and procedures. For information on registering for classes, withdrawing from classes etc. contact the Registrar’s office at xureg@xavier.edu. Please feel free to contact Karen Sykes at sykes@xavier.edu for any general advising questions.

For specific questions within your major, please consult your assigned academic advisor.
ADVISING STAFF

Ms. Jennifer Franchak
Executive Director for Academic, Career, and Personal Development, Academic Advising

Mrs. Barbara Garand
Academic Advisor, Academic Advising

Mrs. Mollie Labeda
Academic Advisor, Academic Advising

Mrs. Patricia Meyer
Director, Weekend Degree Program, Academic Advising

Ms. Karen Sykes
Academic Advisor, Academic Advising

Ms. Bobbie Terlau
Administrative Assistant, Academic Advising