

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**EXPLORATORY ADVISING POLICY AND PROCEDURES**

<b><u>Number</u></b>	02.01.22
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	February, 2004
<b><u>Purpose</u></b>	To establish a policy and procedures for advising and transitioning of students who are undecided majors, non-degree students, and those who are changing majors.
<b><u>Policy</u></b>	<p>At UAH, students who have declared a college or major and those who are changing majors within a college are advised by college-specific advisors within the respective colleges. Students who are undecided about their initial major, are non-degree students, and are changing majors across colleges will be advised via Exploratory Advising in the Student Success Center. The objective is to assist these students in making an efficient and effective transition into one of the five colleges. In the implementation of the procedures contained within this policy, the overarching goal is to ensure that students have a seamless advising experience from the time of entry, through matriculation, to graduation, with no gaps or lapses in advising.</p> <p><i>Definition.</i> Exploratory is the label used to designate any student who is not assigned to a designated college or program which include students traditionally labeled “undecided,” as well as non-degree and students in transition from one college to another. Students who know what college they want to be in, but have not selected a specific major, are not labeled Exploratory. These students will be advised in the respective colleges. For instance, a student who wants to be an engineer, but is not sure of their major will be advised within the College of Engineering rather than in Exploratory Advising.</p>
<b><u>Procedures</u></b>	<p>The following procedures established to provide a smooth transition from Exploratory Advising to a degree program.</p> <p><b>A. Changing from Exploratory major to one of the five Colleges:</b></p> <ol style="list-style-type: none"><li>1. A student who is undecided on their desired program of study when admitted to the university is assigned to Exploratory Advising. The</li></ol>

Student Success Center assists students with selecting courses within the Charger Foundations so that the coursework taken while in exploratory mode will count toward any major eventually selected. The exploratory advisor also provides self-assessment diagnostic tools and counseling to guide the study toward declaration of a major.

2. When an Exploratory student decides on major, the advisor assists the student with completing and processing a Change of College or Change of Major form.
3. When the appropriate form has been approved, the student is responsible for arranging a meeting with their new college advisor. The exploratory advisor provides the student's advising folder and records to the new advisor, and assists as needed to ensure a smooth transition.

### **B. Students Transitioning Between Majors**

1. Students who have previously declared a major, sometimes decide to change majors. If the student is changing majors but staying within the same college, the student completes a Change of Major form and continues to be advised by the same college advisors.
2. Students who wish to change majors across colleges complete a Change of Major Form in Charger Central. When the form is approved, the student is responsible for arranging a meeting with their new college advisor. The former college advisor provides the students advising folder and records to the new advisor and assists as needed to ensure a smooth transition.
3. Students who wish to change majors and are undecided as to what their new college or major will be are directed to Exploratory Advising for assistance. The existing college advisor assists the student with setting an appointment for the Exploratory Advisor and delivers all student advising records to the Exploratory Advisor. The student continues to be advised in Exploratory Advising until a new major is selected. At that time, the procedures described in section A will be followed.

### **C. Non-Degree Students:**

1. Students who enroll at the university to take courses as a non-degree student are assigned to Exploratory Advising within the Student Success Center.

2. If there is uncertainty regarding prerequisites or Charger Foundation requirements that a non-degree student has taken at another institution, the Exploratory Advisor contacts the respective college advisor for assistance, especially if the student has junior or senior standing.

3. The Exploratory Advisor assists non-degree students in selecting and enrolling in courses for each semester. The Exploratory Advisor also provides counseling assistance in the event that students have a desire for information about a potential change of status from non-degree to degree-seeking.

#### **D. Changing from Non-degree to Degree-seeking:**

1. When a student decides to change from a non-degree to degree-seeking status, the student completes a degree-seeking application in Charger Central or online.

2. When the student is admitted and their status changes to degree-seeking, the Exploratory Advisor continues to assist the student until a major is selected.

3. When an Exploratory student decides on a college or major, the advisor assists the student with completing and processing of a Change of College form.

4. When the Change of College form is approved, the student is responsible for arranging a meeting with their new college advisor. The Exploratory Advisor provides the student's advising folder and records to the new advisor, and assists as needed to ensure a smooth transition.

5. Exceptions to these guidelines may occur for students taking prerequisites for professional school or graduate school, courses to sit for the CPA exam, etc. Usually, non-degree students in these categories know the exact courses they need and may seek the guidance of an advisor within the intended college rather than the Exploratory Advisor. If a student is applying to graduate school at UAH, the Student Success Center will refer the student to the department chair or program director for a list of prerequisite courses needed. When the non-degree student is admitted to the graduate program, the student is advised and registered in the home department.

*Oversight.* Responsibility for ensuring effectiveness of Academic Advising ultimately rests with the Office of Academic Affairs. If there are any questions about advising or uncertainty about the process and procedures described herein, contact the Office of the Provost and specifically the Associate Provost for Undergraduate Studies.

**Review**

Academic Affairs will review the policy every five years or sooner as needed.

**Approval**



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Chief University Counsel



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Provost and Executive Vice President for Academic Affairs

**APPROVED:**



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President