

The College Advising Center

Learning About The College Advising Center and What They Can Do For You

The College Advising Center provides undergraduate students with the tools, information, guidance, and support needed to create and implement an integrated educational and professional career plan in their chosen field.

The College Advising Center assists all new freshmen and new transfer students with planning their class schedules at Orientation and throughout their college career. In addition, the College Advising Center will help students understand the requirements needed to graduate in their major.

Students should meet with their advisors each semester as they plan their class schedule to insure that they know and understand the necessary requirements for graduating on time.

College Advising Center Location and Hours

The College Advising Center is located in room 300, 623 S. Wabash Ave, Chicago, IL, 60605. Advisors meet with students based on appointments. Please call 312.344.7645 to make an appointment with your advisor.

The hours of operation during Fall & Spring Semesters are:

Monday - Thursday: 9 a.m. to 6 p.m.

Friday: 9 a.m. to 5 p.m.

The hours of operation during summer and in between semesters are:

Monday - Friday: 9 a.m. to 5 p.m.

The College Advising Center's web site address is: www.colum.edu/advising

Learning Who Your Advisor Is and How to Contact Them

Advisors are assigned to students based on their college major.

To find out who your advisor is, log on to OASIS (<http://oasis.colum.edu>), click on the STUDENTS tab, then click on ACADEMIC RECORD. Your advisor will be listed on your unofficial transcript, under "ACADEMIC ADVSR" (before the listing of your classes).

Or, you can go to the College Advising Center's Advisor's Page at http://www.colum.edu/Administrative_offices/Advising/staff.php and look up your advisor by your college major or your last name and get your advisor's name, email and phone number. Remember to call the appointment desk at 312.344.7645 to set up an appointment with your advisor.

Academic Compliance, Graduation, and Everything in Between

All students are required to be in good academic standing and to maintain satisfactory progress toward their degree requirements each semester in which they are enrolled.

Students who are out of academic compliance (having trouble maintaining their grades) can meet with their advisors so that they can work together to improve their academic standing and achieve their academic and career goals.

You can schedule one-on-one meetings with your advisor to discuss any questions that you might have about Columbia College, whether it be about classes, attending workshops or about your future after college. If they do not have the answer to your question, they will steer you in the right direction so you can get the information that you need.

Students can also visit the College Advising Center in room 300 of the 623 S. Wabash building for more information about the Study Abroad Program or about the ColumbiaWorks employment/internship database.

In order to officially graduate, students must apply for graduation in the College Advising Center. After applying for graduation, the College Advising Center will conduct a graduation audit to determine if you have completed all the necessary requirements to graduate. Once you have received your audit in the mail, read it over and, if you have any questions, make an appointment to see your advisor as soon as possible to go over your audit together.

Once you have completed your intended final semester and all grades have been received, you will be audited again. At that time, you will either receive a congratulatory letter from the Graduation Audit Advisor or a letter from your advisor indicating which requirements still must be met. Again, if you have any questions or concerns, please call for an appointment to see your advisor or go to the College Advising Center's web site at www.colum.edu/advising for more information.