The Advisor’s Handbook has been created as a resource for academic advisors at Coastal Carolina University. It is designed to be a quick reference for useful and pertinent information. The handbook is selective rather than comprehensive and is intended to be used in conjunction with the Coastal Carolina University Catalog and the Coastal Carolina University Student Handbook.

Section One is an introduction to academic advising at Coastal Carolina University, including the philosophy of advising, roles and responsibilities of the advisor and advisee, the Academic Advising Center’s mission statement, tips for effective advising, and academic advising as a retention tool.

Section Two provides an overview of the legal issues in advising.

Section Three contains includes issues relating to university life that impact our students including warning signs for stress in students, and how to approach students when making key referrals to resources available at Coastal Carolina University.

Section Four includes the best practices in terms of Coastal Carolina University policies and procedures. Including but not limited to, course registration, drop/add period, withdrawing from a class, withdrawing from the university, progress toward the degree for financial aid, scholarships, and probation and suspension.

Section Five explains the current Core Curriculum and provides a breakdown of each core goal and the classes approved as part of each goal.

Section Six explains the first-year advising process.

Section Seven addresses Career Development.

Section Eight addresses special student populations at Coastal Carolina University.

Section Nine is a list of campus resources that every advisor needs to be aware of to refer student effectively.

Section Ten is an overview of advising from NACADA, the professional organization for academic advising.

Of course, no one source is definitive. Please use this handbook in conjunction with the Coastal Carolina University Catalog, which contains specific and detailed information about all of the programs of study and degree requirements. Representatives from the First-Year Advising Center, various majors, departments, and offices are always available to supplement printed information and to counsel students. Please encourage your advisees to make use of campus resources as you guide them toward achieving their educational goals and objectives.
Thank you for your service to Coastal Carolina University students through your efforts as an advisor.