Asa H. Bean Undergraduate Student Services Center
10 Bidgood Hall
Monday through Friday, 8:00 a.m. to 4:45 p.m.
205-348-4537 • 800-828-2622
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Advising Vision
The Asa H. Bean Undergraduate Student Services Center in the Culverhouse College of Commerce contributes to student development and success while aspiring to be a model advising center within The University of Alabama, across the nation, and abroad.

Advising Mission
The Asa H. Bean Undergraduate Student Services Center creates a supportive, inclusive environment for students as they navigate their individual undergraduate experiences at The University of Alabama. With a high level of professionalism and integrity, we partner with students—inside and outside the classroom—to encourage their personal, academic, and professional growth, while empowering them to become accountable to themselves and others.

Advisors are available:

**On-Call** is for “when life happens, quick questions, permits for open business classes, checking on deadlines, and referrals to campus departments and resources”. On-call hours are Monday through Friday from 8:30 to 11:30 a.m. and 1:30 to 4:30 p.m.

**By Appointment:** Appointments are scheduled by students with an advisor every semester. During the 30-minute appointment, students and advisors will discuss the student’s academic plan, establish a timeline to achieve goals, and be cleared for registration for the following semester(s). Appointments may be made by phone, in 10 Bidgood Hall, or through the online system.

Expectations of Student
You are responsible for each of these items:
- Learn the prerequisites for courses and the requirements for major(s), minor(s), and specializations.
- Check your Crimson email for important updates from the university and Culverhouse.
- Maintain a professional relationship with your academic advisor by arriving on time, being prepared for your appointments and calling if you need to reschedule.
- Know and register for the courses recommended by your advisor.
- Be aware of deadlines, policies and procedures specific to UA and the Culverhouse College of Commerce.
- Communicate openly and honestly with your academic advisor(s) regarding issues that affect your goals and academic performance.
- Accept responsibility for your decisions and actions.

Expectations of Advisors
Your advisor is responsible for each of these items:
- Will refer students to campus resources relevant to their individual needs.
- Will empower students to take responsibility for their personal, academic, and professional success.
- Create and maintain an interactive environment encouraging mutual trust and open communication.
- Will know about majors, minors, and specializations and will assist students in relating them to their goals.

Asa H. Bean Student Services Center actively creates an open, respectful, and supportive environment for all people. We serve all abilities, sexual orientations, genders, races, cultures and socioeconomic statuses.
Yearly Goals

First Year

Fall Semester
• Go to Get on Board Day
• Enroll in GBA 145
• Set academic and personal goals
• Attend the Majors Fair
• Be familiar with and explore Degree Works

Spring Semester
• Meet with your advisor in early February
• Be familiar with and explore Degree Works
• Set academic and personal goals
• Apply for scholarships (Due: March 1st)

Second Year

Fall Semester
• Meet with your advisor in early September
• Join professional organizations in Culverhouse
• Review your Degree Works plan(s)
• Attend the Majors Fair
• Visit The Career Center at Culverhouse (develop your resume and begin career explorations)

Spring Semester
• Meet with your advisor in early February
• Explore education abroad options
• Visit The Career Center at Culverhouse (develop your resume and begin career explorations)
• Review your Degree Works plan(s)
• Explore graduate school options (Graduate School Fairs)

Third Year

Fall Semester
• Meet with your advisor in early September
• Declare your major(s)/minor(s)/specialization(s) via mybama
• Explore internship options
• Attend the Career Fair(s)
• Visit The Career Center at Culverhouse (sign up for Crimson Careers, if you haven’t already)
• Review your Degree Works plan(s)
• Set and evaluate your academic, career, and personal goals
• Explore education abroad options

Spring Semester
• Meet with your advisor in early February
• Declare your major(s)/minor(s)/specialization(s) via mybama (if you haven’t already done so)
• Explore internship options
• Attend the Career Fair(s)
• Review your Degree Works plan(s)
• Set and evaluate your academic, career, and personal goals
• Apply for scholarships (Due: March 1st)
• Attend the Career Fair(s)
• Prepare and take graduate school exams

Fourth Year

Fall & Spring Semester
• Apply for graduation by the deadline
• Meet with your advisor in early September and as needed
• Review Degree Works plan(s)
• Set and evaluate your academic, career, and personal goals
• Attend the Career Fair(s)
• Visit The Career Center at Culverhouse (polish your resume and complete a mock interview)
• Approach faculty/staff for letters of recommendation for graduate program.

Campus Resources

Capstone Education Abroad: 205-348-5256; studyabroad.ua.edu
Capstone International (for international students): 205-348-5402; is.ua.edu
Center for Academic Success (free tutoring): 205-348-5175; cas.ua.edu
Counseling Center: 205-348-3863; counseling.ua.edu
Office of Disability Services: 205-348-4285 (voice), 205-348-3081 (TTY); ods.ua.edu
The Career Center at Culverhouse: 205-348-2691; career.ua.edu
Veterans and Military Affairs: 205-348-0983; vets.ua.edu
Writing Center: 205-348-5049; writingcenter.ua.edu