

## Academic Advising FAQ's.

### Q: What are the office hours for academic advising appointments?

- A. Advising appointments are generally scheduled for 30 minutes between 9 a.m. and 4 p.m. Monday through Friday

### Q. Can I still consult with my academic advisor about course planning and other academic issues?

- A. Yes. Academic advisors are providing advising services. We are offering modified advising opportunities which includes virtual video conference, phone call or NIU email.

### Q. How do I schedule an appointment?

- A. Appointments can be scheduled by calling:

Major	Phone number
Communicative disorders, juniors and seniors	815-753-1484
Nursing, admitted majors	815-753-6557
Public health, juniors and seniors	815-753-6557
All other undergraduates	815-753-1891

### Q. How do I participate in a virtual/video conference?

- A. When you set up your appointment, you will receive an email confirmation with information for a telephone appointment and a link for a virtual video appointment through Microsoft Teams. All NIU students can access Microsoft Teams through Office 365. For more information on how to use this resource, please visit [go.niu.edu/teams](http://go.niu.edu/teams).

### Q. Can I just email my advisor for academic advising?

- A. Yes. At this time, we request you schedule an appointment for email advising by calling the phone number listed above for your major to set up an appointment. This will give your advisor time to look up your records and provide you with appropriate answers.

### Q. I'm interested in a major or minor in the College of Health and Human Sciences. How do I do this?

- A. Contact the College Academic Advising Office at 815-753-1891 to set up an academic advising appointment.

### Q. I need approval for a withdrawal, concurrent enrollment, a third attempt, an overload, or another issue. How do I do this?

- A. Contact the College Academic Advising Office at 815-753-1891 to be connected with the "on-call" advisor or to set up an academic advising appointment.