



College Office Guide

**Keep in mind that different colleges may call these offices different things – use the college website’s search feature to find what you need*

Academic Advisor

- Helps you choose the correct courses to stay on track
- Can speak to you about your major/program and if you’re interested in switching majors
- Can help talk through whether or not you should withdraw from a course or take it pass/fail
- Advisors do not have access to health or financial information
- Advisors typically do not reach out to professors/instructors on your behalf

Bursar’s Office

- Any questions about your tuition bill or fees
- Financial aid questions (though this may be a separate office)

Career Services

- Can help you develop/edit your resume and/or cover letter, provide interview tips, talk to you about different career options, etc.
- Some schools also provide connections to internships

Disability Services

- If you have a physical or mental disability, you’ll want to file it with this office to make sure you’re getting the support you need
- You will need medical documentation for this
- These supports are not necessarily automatic, so if you are not receiving your services (for example: extra time on a test), you will need to advocate for yourself by speaking with the instructor and disability services
- If you have a temporary disability (for example: you broke your arm and cannot type), you can file for any short-term needs you have

Counseling

- If you are feeling overwhelmed, stressed, anxious, etc., you can schedule an appointment to see a therapist on-campus

- Most colleges offer on-campus therapy for a certain number of sessions, and then they can refer you elsewhere if you need additional support

Health Services

- General healthcare if you're not feeling well, as well as vaccines/shots

Dean of Students

- Report an issue you might be having with an instructor or another student (for example: any type of discrimination)
- Appeal a grade you think you did not deserve (you will need documentation)
- Seek support in medical or religious leave