Frequently Asked Questions

*Whom should I contact if I am concerned about a student?
If, during any conversation or contact you have with an advisee, you become concerned, or wonder if you should be concerned, about the student’s emotional or physical well-being or simply feel that there is something going on just below the surface, you are encouraged to consult with Michael Martinez, Dean for First Year Students. Together, you can decide whether cause for concern indeed exists and devise a strategy for dealing with the problem.

*Will I be informed if one of my advisees is having trouble in a class or is in academic difficulty?
Yes. Michael Martinez typically receives reports of concern from faculty about students who are doing poorly in class and calls those students in. She will, as a matter of routine, relay this information to the faculty advisor.

*If I have a question about courses, where, or to whom, should I turn?
If the materials submitted by the departments in this Handbook do not provide the information you need about a specific course or course sequence, you should contact the appropriate department chair (see list at the end of the handbook). You may also wish to review on-line course information and the on-line Course Guide available on Haverford’s web site (www.haverford.edu), which is also accessible from the Registrar’s page at: http://www.haverford.edu/registrar.

*If I have a question about advising in general or about requirements and registration, whom should I contact?
Michael Martinez re: advising in general; Lee Watkins requirements and registration.

*What is the role of the Upper Class Advisor (UCA)?
The UCA with whom you have been paired is a junior or senior who lives in the same dorm and in close proximity to a group of 14-18 first-year students. The UCA provides accessible peer academic and personal advising and serves as a role model for successful academic and extracurricular involvement at Haverford. The UCA has been trained by the Dean’s Office (with the assistance of many members of the faculty) to execute her/his responsibilities.

We have also found that regular conversations with your UCAs about your advisees’ co-curricular as well as curricular interests can be beneficial. The UCA typically sees a great deal of your advisees and can provide information about your advisees’ adjustment to college work and life, which can be of great importance in the advising process. If you have questions or concerns about the responsibilities and/or performance of “your” UCAs, feel free to contact Michael Martinez, who coordinates the UCA program.

*What if an advisee has a question about AP or other pre-matriculation credit?
Send all students with questions about the awarding of pre-matriculation credit to Lee Watkins in the Office of the Registrar. Please remember that Haverford will grant one course credit for a grade of 5 on an AP exam and one-half of a course credit for an AP exam grade of 4. Advisees should be informed that they may earn a maximum of four (4) course credits (the equivalent of one semester of course work) toward the degree from any combination of approved summer school courses and pre-matriculation credit (AP, International Baccalaureate, college courses taken while in high school, etc.)

*What if my advisee has general questions about the First Year Experience?
All information pertaining to first years can be accessed at the First Year website at http://www.haverford.edu/firstyear