

## Add/Drop & Scheduling Reminders 8-26-2014

### OVERVIEW ( See below for details )

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3. UTA, Research & Intern Forms for credits
4. PeopleSoft Swap Function
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#### 1. Advising Walk-ins

The advisors are primarily taking walk-ins to serve students with time-sensitive questions, scheduling issues, and permissions.  
Drop by if we can help you with something!

Appointments for in-depth Academic and Career planning, and Spring Term Advising Holds begin September 8th.

#### 2. Fall Term Deadlines

Add/Drop - Friday Sept 5

S/NC Grade Option - Friday Sept 19 (after add-drop, you can still change your grade option at 140 Thackeray Hall)

*"Certain courses are offered on the S/NC (Satisfactory/No-Credit) grade option. This option was designed to encourage students to explore new and potentially difficult subjects without fear of the risks of failure. Under this option, a student who does satisfactory work (a grade of C or better) in a course receives the grade of S. If the student's work is not satisfactory (a grade of C- or lower), the grade of NC (No Credit) is given. Courses for which an S is received are counted toward graduation, but are not computed in the GPA. Courses in which an NC is received are counted toward neither graduation nor the GPA."*

#### 3. UTA, Research & Intern Forms for credits

Are you doing research or TAing for credit this semester? The enrollment forms need to be turned into an advisor by September 5. But you can turn them in anytime before the deadline as well!

Forms available on our website:  
[www.biology.pitt.edu/undergraduate/forms](http://www.biology.pitt.edu/undergraduate/forms)

#### 4. PeopleSoft Swap Function

Do you know about the swap function in PeopleSoft? *This nifty function prevents you from losing out on the class you are currently enrolled in as you try to nab a seat in another class.*

An instruction guide (with pictures!) can be found by:

- a) Log into my.pitt.edu
- b) DON'T log into PeopleSoft! Instead, click on "Learn More" underneath the "PeopleSoft Login" link.
- c) On the right hand side, at the very bottom, select the tutorial: "Swap a Class.pdf"

#### 5. Permission numbers

You must request class permissions FROM THE DEPARTMENT OFFERING the course.

#### 6. ELECTRONIC WAITLISTS:

There is no guarantee with wait-lists. Consider these points to asses your chances:

- 1) How big is the class? If there are 75-150 students there's a good chance of 2 students dropping. If there are 14

students there's a much lower chance of 2 drops.

2a) Is the time-slot available in your schedule? If you are #1 on the wait-list but have a time conflict, the computer will skip you and enroll #2. So, make sure the time slot is open!

2b) If you are adding onto a waitlist now, but have a conflict, use the SWAP function. This tells the computer to drop the conflicting class when it enrolls you from the waitlist.

3) Even if you don't get in this week, go to the first day of class! At the end of class introduce yourself to the instructor and explain that you are on the wait-list.

4) MOST IMPORTANTLY, come up with a plan B for if you do not get into this course. Find an open class that will satisfy the requirement.

Finally... **Please remove yourself (do a DROP) from wait-lists if you no longer want the class.** Otherwise, the computer will put you in! Also, other students may be waiting for that seat.

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### 7. STILL TRYING TO ADD CLASSES?

- If adding a BIOSC lab late, check with the instructor for guidelines for making up the lab work.
- GO TO CLASS the first week, even if not yet enrolled. This is especially true for lab courses.
- If you need help with a class offered by a department other than Biological Sciences - contact the Advisor for that department.

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