

Subject: [BioAdv] Advising Updates - 8/29/2016
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Enrollment Updates – 8/29/2016

Welcome back to a new academic year! We hope you had a safe and relaxing summer!

During the fall and spring terms, we send out a weekly newsletter to all of our majors with pertinent advising news. This is just an enrollment update and we will send out our full newsletter on Tuesdays.

OVERVIEW (See below for details)

1. Advising Office Advisors & Office Hours – New Advisor: Jessica Wandelt
2. Fall Term Enrollment Deadlines
3. UTA, Research & Intern Forms for credit – deadline Sep 9
4. PeopleSoft Swap Function
5. Restricted/Closed Classes
6. Waitlisted Classes
7. Still trying to add classes?

*** **DETAILS** *** **DETAILS** ***

1. Advising Office Updates

Advisors

- Christine Berliner and Kevin Wu will be advising full-time.
- Ellen Kelsey will return to advising full-time in October.
- New Faculty Advisor: Jessica Wandelt

Please welcome our newest and 4th advisor **Jessica Wandelt!** Jessica earned a B.S. in Biology from the University of Richmond and a Ph.D. in Molecular, Cellular, and Developmental Biology from the University of Arizona. Jessica moved to Pittsburgh from the great state of Texas, where she spent 10 years teaching biology at The University of Texas at Austin. Please stop by and say hello!

Office Walk-In Hours

Our advising office is located in A258 Langley, Monday-Friday from 9am-5pm.

We are available for walk-ins through September 9. We will take individual advising appointments beginning September 12.

If you are looking to discuss your academic plan, please bring your BLUE ADVISING FOLDER with you to your meeting!

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2. Fall Term Enrollment Deadlines

Add/Drop – deadline Friday, September 9

Satisfactory/No-Credit (S/NC) Grade Option – deadline Friday, September 23

“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.”

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3. UTA, Research & Intern Forms for credit – deadline Sep 9

Are you doing research or TAing for credit this semester? The enrollment forms need to be turned into an advisor by September 9. But you can turn them in anytime before the deadline as well!

You can pick up a blank form from an Advisor in A258 Langley Hall or download from our website: www.biology.pitt.edu/undergraduate/forms

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4. PeopleSoft Swap Function

Are you familiar with PeopleSoft’s *Swap* function? This function prevents you from losing a seat in a class you are currently enrolled in as you try to grab a seat in another class.

To SWAP a class properly:

1. Log into my.pitt.edu
2. On the *My Resources* tab, click on *PeopleSoft*.
3. On the right-hand toolbar, click the *Swap a class* PDF for detailed instructions.

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5. Restricted/Closed Classes

Are you trying to get into a restricted or closed class? If so, you need to reach out to the department that is offering the course. Check with the faculty member teaching the class or the advisor in that department.

Bio Advising makes permissions for BIOSC course only!

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6. Waitlisted Classes

There is no guarantee with wait-lists.

If you are still on a waitlist for a class or plan on waitlisting something...PLEASE READ!

- A. If you DO NOT WANT the class, drop yourself from the waitlist so you do not get added in last-minute. The waitlist will continue to run every day through to the end of add/drop!
- B. If you DO WANT the class, make sure there is no time conflict and enrolling in the class will not put you over 18 credits (or you will be skipped over on the list).

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7. Still trying to add classes?

Are you still trying to enroll in classes?

1. GO TO CLASS this first week, even if you are not yet enrolled. This is especially true for lab classes.
2. Inform the instructor that you are not yet enrolled but do not want to miss any information.

3. Check waitlists and enrollments through the add/drop period.
4. If you still are not able to be enrolled, check in with the instructor of the class and the advisor for the department through which the class is offered.



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