

Subject: [BioAdv] spring enrollment updates 1/4/2018
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From: For distribution of newsletters and announcement to majors in the Department of Biological Sciences (sent by BioAdvising <bioadvising-bounces@list.pitt.edu>)
To: For distribution of newsletters and announcement to majors in the Department of Biological Sciences
Attachments: ATT00001.txt

Happy New Year from the Bio Advisors!

Spring Term Enrollment Updates – 1/4/2018

1. Advising: Drop-Ins & Appointments
2. Enrollment Deadlines: Add/Drop Jan 19; Extended Drop Jan 26
3. UTA/Research/Internship Forms – deadline Jan 19
4. Class Waitlists (a Must Read!)

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1. Advising: Drop-Ins & Appointments

...and the advisors are BACK! Normal hours are 9am-5pm during the academic term.

We 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 Summer / Fall Term Advising Holds begin **January 22**. Sign-up Sheets with all four advisors are out now in the Advising Office (A258 Langley).

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2. Enrollment Deadlines

Add/Drop – Friday, Jan 19

Extended Drop – Friday, Jan 26 (Permission is needed – See guidelines here:

<http://www.registrar.pitt.edu/assets/pdf/ExtendedDropPeriodGuidelines.pdf>)

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3. UTA/Research/Internship Forms – deadline Jan 19

BIOSC 1690/1901/1903/1904 Forms can be found online at: <http://biology.pitt.edu/undergraduate/forms>

Forms need to be completed and turned in to any advisor at A258 Langley. Advisors will enroll you. Please make sure the credits you plan on enrolling in will NOT put you over 18 credits for the term.

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4. Class Waitlists (a Must Read!)

There is no guarantee with wait-lists. Consider these points to assess 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.
- 2) 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!
- 3) 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.

- 4) 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.
- 5) 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.

This avoids you accidentally being enrolled, and helps faculty and students know how big the waitlist really is, and whether they can do something about it.

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Until next week for the whole newsletter!

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