

From: For distribution of newsletters and announcement to majors in the Department of Biological Sciences
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Subject: [BioAdv] Fall Term scheduling reminders and updates
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To: bioadvising@list.pitt.edu



Welcome back everyone! We hope you had a wonderful summer!

During the school year, we send a weekly newsletter to all majors with pertinent advising news.

However, today is just about Fall scheduling details.

1. Add/Drop Deadline Friday 9/11
2. Advising Office is all Walk-in until 9/11
3. Appointments begin 9/14
4. Restricted/closed: see department offering the course.
5. Grade Option Deadline is Friday September 25
6. WAITLISTs – do it right (or possibly be toast)
7. Class Update – Removing recitation for Cell Bio
8. News – Jaime Warren moving on
9. News – Endocrinology class in the Spring!

1. Friday, September 11 is the final day to add/drop.
AFTER Friday 9/11 you can't add classes.
And, if you want to get out of a class you'll have to withdraw and a "W" will appear on your transcript.
2. During Add-Drop, the Biological Sciences Advising Office has only Walk-In meetings. They will be brief and focused. Please do stop by with quick questions, especially ones about your Fall Schedule.
3. Appointment sheets are out in the office for longer meetings, which begin September 14th. These are meetings to discuss careers, long-range planning, Spring schedules and Advising Holds.
4. Restricted/closed courses: You must contact the department offering the restricted course to get permission. You might start with the professor, but then someone in THAT department must create the Permission Number.

Bio Advising makes Permissions for BIOSC courses only. We may be able to help you figure out why something else is restricted or who to contact, but we can't make a Permission Number if it's not BIOSC. So if you already know what the problem is, then go to that course's department to resolve it.

5. Grade Option Deadline is Friday September 25th: If you want to change your grade option to Satisfactory/No Credit, you can do this until 9/25. Do this in the A&S Undergraduate Dean's Office, 140 Thackeray.

6. If you are still on a waitlist for a class, or plan to waitlist something... READ THIS!

(A) If you don't want the class, **drop yourself from the waitlist so you won't accidentally be added** at the last minute.

The system runs until midnight on Friday 9/11!

(B) If you still want the class, remember that **you will be skipped by the system – without notification** - and the next person enrolled:

- If you have a time conflict
- If adding the class puts you above 18 credits.

Be sure to correct these issues so you can be enrolled if a seat opens.

(C) If you are adding to a waitlist and want the system to DROP ANOTHER CLASS if (and only if) it can enroll you in your preferred class, then use the SWAP tab in your enrollment screen, and not the ADD tab.

7. Class Update – Next week we will be removing the recitation from the Cell Bio class (BIOSC 1500). This means you'll only have the lecture, and the recitation will be cancelled permanently. BE AWARE that you will get a notice saying the recitation is cancelled. DON'T PANIC!!! Your LECTURE (the actual class) still exists and is being taught.

8. News – Jaime Warren has taken a new job in Washington D.C. We're very happy for her! While we look for a replacement, your advisors will be Christine Berliner & Ellen Kelsey, with some support from Dr. Valerie Oke and Dr. Suzanna Gribble

9. News - Human Endocrinology class! One of our new faculty, Dr. Ann Carlson, will teach Human Endocrinology in the Spring. It will be a Higher Level class with a Human Physiology (BIOSC 1250) pre-requisite. If you're interested, be sure to take physiology no later than this Fall.

Stop in if you have any questions, or just to and say hello!

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