

Pamplin Undergraduate Programs Academic Advising Syllabus

Virginia Tech Pamplin College of Business

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Appointments made online or by phone
Monday-Friday 8:00am-5:00pm
After-hours walk-ins: Monday-Tuesday 5:00pm-7:00pm

Email: businfo@vt.edu

<http://www.undergrad.pamplin.vt.edu>

Online appointment scheduling: <http://www.advising.pamplin.vt.edu>

Advising in Pamplin:

Advising is a collaborative process between student and advisor leading to the exchange of information that encourages the individual student to make responsible academic and career decisions. Pamplin advisors assist students in understanding the expectations for completing their business degrees. The advisors help students learn University and College policies, procedures and core requirements, and how to research career options and select a major which best fits their life goals. Advisors use a comprehensive plan called Pathways to Success to help students make the most of their time at Virginia Tech. Pathways to Success includes first year experience opportunities, the Pathways Planner, and other activities associated with becoming a well-rounded student.

Required Materials/Resources:

Pamplin Student Handbook

Pathways Planner

Freshman/Sophomore and/or major check sheet

HokieSpa

Planner or calendar (we will provide you with a planner at the New Student Meeting)

Learning Outcomes:

- ◆ Understand the Curriculum for Liberal Education (CLE) requirements.
- ◆ Understand the Lower Division Business requirements.
- ◆ Know the details associated with Pamplin's Policy 91 – Progress Towards Degree.
- ◆ Know your business major curriculum and how your course work fits into the curriculum.
- ◆ Utilize the Pathways Planner to develop an educational plan for successfully achieving your academic goals.

Advisor Responsibilities – What You Can Expect:

The advisor shares the responsibility for developing an advising partnership with the student. This is achieved through the advisor:

- ◆ Communicating with the student and delivering individualized and accurate information in a professional and sincere manner.
- ◆ Creating an environment of mutual respect and trust.
- ◆ Being informed of, and providing accurate information about current academic policies and procedures.
- ◆ Keeping appointments and being available for assistance.
- ◆ Providing appropriate referrals, contacts and information.
- ◆ Conducting appropriate follow-up with the student.
- ◆ Maintaining confidentiality following VT and FERPA regulations.

Advisees Responsibilities – What You Are Expected To Do:

The student shares the responsibility for developing an advising partnership with the advisor. Over time, the partnership results in increased responsibility for students. This is achieved through the student:

- ◆ Communicating goals, needs, wants and concerns to advisors in a respectful and sincere manner.
- ◆ Keeping abreast of their own academic progress and requirements related to their academic programs, using check sheets, Pathways Planners, and DARS reports.
- ◆ Making, keeping and being prepared for appointments with advisors.
- ◆ Informing the advisor of changes in plans and/or circumstances that might impact academic performance.
- ◆ Knowing departmental procedures regarding changing advisors.
- ◆ Bringing concerns regarding the quality of advising to the attention of the advisor.
- ◆ Knowing policies, procedures, and deadlines. Not knowing is not an excuse.
- ◆ Checking and responding to emails from advisors and businfo@vt.edu (college) daily.
- ◆ Taking advantage of opportunities.

Recommended Resources:

Student Success Center (a.k.a. SSC) <http://www.studentsuccess.vt.edu/>

Cook Counseling Center <http://www.ucc.vt.edu/>

Cook Counseling Center academic support http://www.ucc.vt.edu/academic_support_students/index.html

Schiffert Health Center <http://www.healthcenter.vt.edu/>

Services for Students with Disabilities (a.k.a. SSD) <http://www.ssd.vt.edu/>

University Scholarships and Financial Aid <http://www.finaid.vt.edu/>

University Registrar <http://www.registrar.vt.edu>

Transfer Equivalency Database https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DisTranGuide

Transfer Guide <http://www.tranguide.registrar.vt.edu/>

Smith Career Center <http://www.career.vt.edu/>

HokieSpa <http://www.hokiespa.vt.edu>

Timetable of Classes https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisRequest

VT Student Handbook <http://www.hokiehandbook.vt.edu/>

Pamplin Student Handbook <http://www.undergrad.pamplin.vt.edu/advising/handbooks/index.html>

Pamplin Undergraduate Programs website <http://www.undergrad.pamplin.vt.edu/index.html> - pay particular attention to Academic Advising and Policy 91.

Ultimately, the college experience you create is your responsibility!

Your advisor will assist you by providing information, resources, and opportunities. However, you are responsible for planning your individual program, meeting academic requirements and deadlines, and taking advantage of opportunities.

Freshman/Sophomore Calendar

Fall 2016 – 1 st year	
When	What
Before Term Begins	Read your Student Handbook. Make an appointment with your advisor if you have questions. Attend the New Student Meeting in Burruss Auditorium on August 21. You should be in your seats no later than 1:15, as we have a pre-event kickoff and the speaking portion of the event will start at 1:30.
Week 1	If necessary, make changes to your schedule – know the deadlines for dropping and adding classes (found on your calendar given at Orientation or the Registrar’s website).
Week 2	If necessary, sign up for a tutoring session at the SSC (now or any time throughout the semester – the earlier the better!).
Week 3-6	Visit your professors during their office hours; many mid-terms are given during weeks 4-6. Know the deadline for dropping a course (ends during week 6). Attend Business Horizons fall career fair on September 8 (week 3).
Week 7-8	Prepare for Course Request by making an individual appointment with your advisor or stopping by during walk-in hours. Begin looking through the Timetable of Classes on HokieSpa to pick your schedule.
Week 9-10	Course Request (Oct.18-25) opens – request your desired schedule for the spring semester.
Week 11-12	Work on projects; get involved in organizations.
Week 13	Deadline to reschedule final exams if you have 3 or more during a 24 hour period.
Break	Enjoy! Schedules posted; drop/add opens Nov. 26.
Week 14	Finish up final projects and prepare for finals.
Week 15	Last day to apply the “W grade policy” for a class is Dec. 7. Complete projects, verify final exam dates/times/rooms, and study for finals. Reading Day is Dec. 8 and finals begin Dec. 9. Good luck!

Spring 2017 – 1 st year	
When	What
Before Term Begins	Check your fall grades and make changes to your schedule, if necessary. Identify your needs for the spring semester – Are you on the right track? Did you earn at least a C- in your required business courses?
Week 1	If necessary, make changes to your schedule – know the deadlines for dropping and adding classes (found on your calendar given at Orientation or the Registrar’s website).
Week 2	If necessary, sign up for a tutoring session at the SSC (now or any time throughout the semester – the earlier the better!). Attend Business Horizons spring career fair on January 25.
Week 3-6	Visit your professors during their office hours; many mid-terms are given during weeks 4-6.

Week 7	Know the deadline for dropping a course (beginning of week 7). Prepare for course request by making an individual appointment with your advisor. Begin looking through the Timetable of Classes on HokieSpa to pick your schedule.
Break	Enjoy!
Week 8	If you haven't already, meet with your advisor during walk-in hours to discuss course request. Continue to look through the Timetable of Classes on HokieSpa to pick your schedule.
Week 9-10	Course Request (Mar. 21-28) opens – request your desired schedule for the fall semester.
Week 11-12	Work on projects; get involved in organizations.
Week 13-14	Finish up final projects and prepare for finals. Deadline to reschedule final exams if you have 3 or more during a 24 hour period (week 13).
Week 15	Last day to apply the “W grade policy” for a class is May 3. Complete projects; verify final exam dates/times/rooms; study for finals; Reading Day is May 4 and finals begin May 5. Good luck!
Summer (week 16)	Check your grades – Are you on track? Did you earn at least a C- in your business courses? Are you in compliance with Pamplin’s Policy 91? You may need summer school to stay on track!

Fall 2017– 2 nd year	
When	What
Before Term Begins	Be thinking about which major you wish to pursue, if you have not already declared your major. Make an appointment with your advisor if you have questions. Are you on track?
Week 1	If necessary, make changes to your schedule – know the deadlines for dropping and adding classes (found on your calendar given at Orientation or the Registrar’s website).
Week 2	If necessary, sign up for a tutoring session at the SSC (now or any time throughout the semester – the earlier the better!).
Week 3-6	Visit your professors during their office hours; many mid-terms are given during weeks 4-6; know the deadline for dropping a course (ends during week 6). Attend Business Horizons fall career fair (date TBA).The deadline for changing a course to pass/fail (P/F) is during week 6. You may only take free electives P/F (unless it’s the only way a course is taught), and then only if they are not being used for a minor.
Week 7-8	Prepare for course request by making an individual appointment with your advisor or stop by during walk-in hours. Begin looking through the Timetable of Classes on HokieSpa to pick your schedule.
Week 9-10	Course Request (TBA) opens – request your desired schedule for the spring semester.
Week 11-12	Work on projects; get involved in organizations.
Break	Enjoy! Schedules posted; drop/add opens.
Week 13	Deadline to reschedule final exams if you have 3 or more during a 24 hour period.
Week 14	Finish up final projects and prepare for finals.
Week 15	Last day to apply the “W grade policy” for a class is Dec. 13. Complete projects; verify final exam dates/times/rooms; study for finals; Reading Day is on Dec. 14 and finals begin on Dec. 15. Good luck!

Spring 2018 – 2 nd year	
When	What
Before Term Begins	Declare your major, if you have not done so already. Check your fall grades; make changes to your schedule if necessary. Identify your needs for the spring semester – Are you on the right track? Did you earn at least a C- in your required business courses? Are you in compliance with Pamplin’s Policy 91?
Week 1	If necessary, make changes to your schedule – know the deadlines for dropping and adding classes (found on your calendar given at Orientation or the Registrar’s website).
Week 2	If necessary, sign up for a tutoring session at the SSC (now or any time throughout the semester. Attend Business Horizons spring career fair (TBA).
Week 3-6	Visit your professors during their office hours; many mid-terms are given during weeks 4-6.
Week 7	Know the deadline for dropping a course (ends during week 7). The deadline for changing a course to pass/fail (P/F) is during week 6. You may only take free electives P/F (unless it’s the only way a course is taught), and then only if they are not being used for a minor. Prepare for course request by making an individual appointment with your advisor. Begin looking through the Timetable of Classes on HokieSpa to pick your schedule.
Break	Enjoy!
Week 8	Meet with your advisor or stop by during walk-in hours. Continue to look through the Timetable of Classes on HokieSpa to pick your schedule.
Week 9-10	Course Request (TBA) opens – request your desired schedule for the spring semester.
Week 11-13	Work on projects; get involved in organizations. Deadline to reschedule final exams if you have 3 or more during a 24 hour period (typically week 13).
Week 14	Finish up final projects and prepare for finals.
Week 15	Last day to apply the “W grade policy” for a class is May 2. Complete projects; verify final exam dates/times/rooms; study for finals; Reading Day is on May 3 and finals begin on May 4. Good luck!
Summer (week 16)	Check your grades – Are you on track? Did you earn at least a C- in your business courses?

Junior/Senior Checklist

3 rd Year
<ul style="list-style-type: none"> • Make sure to take courses for your major. Be sure to check the <u>pre-requisites and semester availability</u> to stay on track for graduation. • Apply for your degree in HokieSpa. • Review your DARS report each semester and meet with your advisor to stay on track for graduation and Policy 91. • Make sure you earn at least a C- in all upper level core business courses. • Make sure you make the required grades in major course – some majors have requirements, while others do not. • Explore or finalize study abroad plans. • Meet with Pamplin Career Services to discuss careers, internships, résumé building, interviewing, and more. • Polish your résumé and attend Business Horizons career fair in fall and spring.

- Seek out and finalize summer job or internship opportunities.
- Develop relationships with faculty members in your major department.
- Explore leadership opportunities within your organizations.

4th Year

- Make sure to take courses for your major. Be sure to check the pre-requisites and semester availability to stay on track for graduation.
- Review your DARS report each semester and meet with your advisor to stay on track for graduation. Adjust your schedule, if necessary, to make sure you meet all of your major, minor, and university requirements.
- Confirm that your degree application information is still correct. Drop any majors or minors that you do not plan to complete.
- Make sure you earn at least a C- in all upper level core business courses.
- Make sure you make the required grades in major courses – some majors have requirements, while others do not.
- Make sure any transfer credit has been applied to your record. Request transcripts for any missing work.
- Pay attention to important graduation information and deadlines. Order your cap and gown, if attending graduation ceremonies.
- Polish your résumé and attend Business Horizons career fair in fall and spring.
- Search for employment opportunities and finalize offers. If attending graduate school, make sure all steps of your application are complete (entrance exams, references, résumé, etc.).
- If you haven't received a job offer, consult Pamplin Career Services for help in your search.
- Don't slack off on your grades. Some employment and most graduate school offers are contingent on academic performance.
- Graduate!