

# PAMPLIN UNDERGRADUATE PROGRAMS OFFICE

## ACADEMIC ADVISING SYLLABUS



PAMPLIN COLLEGE OF  
**BUSINESS**  
VIRGINIA TECH



1046 Pamplin Hall



(540) 231-6602



[businfo@vt.edu](mailto:businfo@vt.edu)



[pampl.in/undergrad](http://pampl.in/undergrad)

## ACADEMIC ADVISING

To make sure you are on track, it's important to schedule a 30-minute appointment with your advisor each semester.

\*To learn how to schedule an appointment with your **academic advisor**, click **here**.

## ACADEMIC CALENDAR

The **Academic Calendar** has important dates and information you need to stay aware of throughout the semester.

## IMPORTANT RESOURCES

- **Cook Counseling Center**  
*(mental health resources)*
- **Dean of Students Office**  
*(class absence verification, personal emergencies)*
- **Financial Aid & Scholarships**  
*(help with educational costs)*
- **Schiffert Health Center**  
*(medical clinic)*
- **Services for Students with Disabilities**  
*(disability accommodations, support services)*
- **Student Success Center**  
*(tutoring, academic skills workshops)*
- **Undergraduate Catalog**  
*(academic policies, course descriptions)*
- **University Bursar**  
*(tuition, billing)*
- **University Registrar**  
*(transcripts, enrollment certifications)*

## PEER ADVISING

**Pamplin Peer Advisors** are trained to answer your general questions and offer tips and strategies from the perspective of an upper class Pamplin student. Click **here** for more information about peer advising. You can email them at [pamplinpeeradvisor@vt.edu](mailto:pamplinpeeradvisor@vt.edu).

## OTHER WAYS TO GET ADVICE

- Contact your advisor by email
- Email [businfo@vt.edu](mailto:businfo@vt.edu) or call (540) 231-6602 for general advice
- Read the businfo e-newsletter

**Inclusivity Statement:** It is your advisor's goal that your advising experiences are as accessible and inclusive as possible. We invite you to share any information about yourself that you believe your advisor should know in order to better support you. Such information might include your lived name and pronouns, a significant life experience, or any accommodations you have or may need.

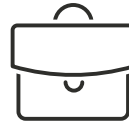
## COURSE REGISTRATION



Course registration is a two phase process at Virginia Tech:

- > **Phase 1** is a course request period that occurs at the midpoint of each semester (March and October).
- > **Phase 2** is known as drop/add and opens around a month after course request.

## CHANGE MAJOR



You can declare/change your major 3 times a year:

- > **Change Major Periods:** August, December, and May.
- > Click **here** for more information.

## FORMS



Click **here** to view our forms. Common forms:

- > **Add/Change Major Concentration**
- > **Drop Second Major**
- > **Overload Request**
- > **'W' Grade**
- > **Change a Course to Pass/Fail**

## DEGREE REQUIREMENTS



Resources to help you keep track of your degree requirements:

- > **Major checksheet** - an official document that lists every course needed for a specific major.
- > **Advising worksheet** - an unofficial tool that Pamplin advisors use to help students with course planning.
- > **DARS degree audit** - a report on HokieSPA that shows a student's complete and incomplete degree requirements.
- > **Hokie GPS** - a virtual degree planning tool in HokieSPA.

## CAREER SERVICES



Work with the **Pamplin Career Services** team to understand, navigate, and connect to the job market.

- > **Schedule a Career Advising Appointment:**  
Email [pcobcareers@vt.edu](mailto:pcobcareers@vt.edu)

## INTERNATIONAL PROGRAMS



Connect with the **International Programs** team to discuss global learning opportunities.

- > **Visit their webpage:**  
[international.pamplin.vt.edu](http://international.pamplin.vt.edu)

