

# PAMPLIN UNDERGRADUATE PROGRAMS OFFICE

## ACADEMIC ADVISING SYLLABUS



PAMPLIN COLLEGE OF  
**BUSINESS**  
VIRGINIA TECH



1046 Pamplin Hall



(540) 231-6602



PCOBadvising@vt.edu



pampl.in/undergrad

## ACADEMIC CALENDAR

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

## ACADEMIC ADVISING

To help you stay on track to meet your goals, it's important to schedule a 30-minute appointment with your advisor each semester.

\*You can schedule an appointment with your **academic advisor**, in **Navigate**.

## 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**  
*(policies, program requirements, course descriptions)*
- **University Bursar**  
*(tuition, billing)*
- **University Registrar**  
*(transcripts, enrollment certifications)*

## OTHER WAYS TO GET ADVICE

- Contact your advisor by email
- Email PCOBadvising@vt.edu or call (540) 231-6602 for general advice

**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 the **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/Course Withdrawal**
- > **Change a Course to Pass/Fail**

## DEGREE REQUIREMENTS



Resources to help you keep track of your degree requirements:

- > **DARS degree audit** - a report on HokieSPA that shows degree requirements, the courses you've completed, and those you have remaining.
- > **Advising worksheet** - an unofficial tool that Pamplin advisors use to help students with course planning.
- > **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)