

PCOM ADVISING NOTICE
Summer & Fall 2019 SCHEDULES

Greetings! We hope your semester is going well. It's time to meet to discuss your Summer & Fall 2019 schedule. You must come prepared per instructions below. If you choose not to follow instructions, then you will jeopardize your ability to register for classes at your Time Ticket.

A hold on your account only stops your registration; it does not delay your advising session.

Read this **ENTIRE LETTER CAREFULLY** since there are strict timelines and procedures you must follow in order to be advised. It is our responsibility to review the schedule **you propose** and offer advice about your progress toward your degree. It is **not** our responsibility to create your schedule for you.

When you come to be advised, you are required to bring the following items:

1. a printed copy of your **CURRENT degree audit**.
2. a printed copy of the completed [PCOM Advising Form](#) (you must download the form to complete it electronically, you must use a **pen** if completing this form by hand)

If you do not have printed copies of these items you will be sent away to assemble them and return. If you are sent away you may jeopardize your opportunity to be seen that day by losing your place in line.

You MUST be advised during the week that corresponds with the credit hours earned per your degree audit. If you choose to come later than your assigned week, you will be asked to wait at the end of the line until everyone assigned for that week has been advised. **No exceptions** will be made. **PCOM Advisors do not make appointments for any reason.**

Total Hours You Have Earned	Week You Must Be Advised
Open to any PCOM advisee	Tuesday, March 5 4pm – 6pm
70 earned and in progress hours and up, athletes, honors, or students registered with disability services, veterans (family members) registered with UNCW	March 18 – March 21 (Monday – Thursday)
Less than 69 hours	March 25 – March 28 (Monday – Thursday)

Advising Hours This Semester		
Monday & Wednesday 9am – 2pm	Tuesday & Thursday 2pm – 4pm	Please note that we will not stay late.

Advising is on a first come, first served basis. We do not make appointments. Do not email and ask for an appointment. Our offices are located in rooms 239, 241 & 242 in Leutze Hall. If we are meeting with students when you arrive, please wait *quietly* in the hall until one of us is available. Because your advisors have other job responsibilities, this is the only time we can advise you. Please adjust your schedule accordingly, and please bring work you can do while waiting.

You must use the [Advising Meeting Checklist](#) to prepare for your advising session. Review the list of courses you should consider taking for the [specialty areas](#) you may be interested in. The list contains courses within and outside of the department, so it is ideal for PCOM folks who may not be able to take COM classes yet due to course restrictions.

Consult “Search for Courses” for the correct upcoming semester/session on [SeaNet](#) prior to making your list of courses; do **not** rely on your catalogue, as not all courses are offered each semester.

COM 200 will be coded pre-requisite COM 105 so those taking COM 105 now may register for COM 200.
If you have not completed CSC 105 and COM 101 you will need to register for them before registering for COM 200.
COM 301 and COM 305 will be coded pre-requisite COM 200, so those taking COM 200 now may register for COM 301/305.
If you do not earn the B or better in the required course you will be dropped from 200, or 301 or 305.

Please note that due to an upgrade to our degree audit system we are on two systems for this semester. Follow the correct set of instructions below.

Degree Audit Instructions
For students who started taking UNCW courses
before Fall 2016

You may retrieve your degree audit by following the directions below:

1. Uncw.edu > Current Students > SeaNet
2. Secure Log-In > Student Services > Student Records > Degree Audit > Submit Audit
3. Choose List All Requirements
 - a. Do **not** choose incomplete requirements only or complete requirements only. We will not advise you if you arrive with either of these degree audits because we may overlook something that impacts your graduation
4. Run Audit > View Submitted Audits
5. Choose Most Recent Audit
6. Choose Printer Friendly on right below GPA graph.
7. **Print the PRINTER FRIENDLY Version** (if nothing happens, check your pop-up blocker settings)

Degree Audit Instructions
For students who started taking UNCW courses
in Fall 2016 or later

You may retrieve your degree audit by following the directions below:

1. Uncw.edu > Current Students > SeaNet
2. Secure Log-In > Student Services > Student Records > Degree Audit > Submit Audit
3. Your audit will appear.
4. To print click on Save As PDF
 - a. Click on the printer icon to print

How to read your degree audit - [video](#)

Please remember that you cannot pre-register for most classes restricted to COM MAJORS ONLY if you are currently in COM 200. You may attempt to register for the Majors only classes in May when your status changes from PCOM to COM. When you meet with us, make sure you have your schedule planned accordingly.

Waiving your right to be advised - If a PCOM student feels that he or she cannot attend the advising sessions or can effectively interpret the degree audit and register for classes independent of advising, that student can waive advising for **one semester**. [The waiver is available here.](#) Please note that you may only waive PCOM advising once.

We look forward to helping you make progress toward your degree while making the most of your time here.

The PCOM Team:

Dave Bollinger (LH 241)

Tammy Bulger (LH 239)

David Pernel (LH 242)

If the embedded links did not work here are the websites:

PCOM Advising Form – <http://uncw.edu/com/advising/documents/PCOMRegForm.pdf>

Advising Checklist - <http://uncw.edu/com/advising/documents/advisingchecklist.pdf>

Recommended Courses in Discipline Specialty Areas – <http://www.uncw.edu/com/documents/specialtyareas.pdf>

Seonet - <https://seonet.uncw.edu>

Advising Waiver – <http://uncw.edu/com/advising/documents/advisingwaiver.pdf>

How to read your degree audit (Fall 2016 or later) – <https://vimeo.com/246341450>