

# **Pre-Major Advising Resources**

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## General Information for Pre-Major Advisors 2024-2025

1. The [College website](#) has links to important [calendars](#), [forms](#), [advising information](#), and [curriculum information](#), among much else.
2. **Fall 2024** key dates:
  - a. Classes begin on **Tuesday, August 27**
  - b. Last day to swap 1<sup>st</sup> quarter Engagement: **Monday, September 2**
  - c. Last day to add a class, select the AU (Audit) option, or change to or from “Credit/No Credit”: **Tuesday, September 10**
  - d. Last day to drop a class: **Wednesday, September 11**
  - e. Advising Season: **Monday, October 14** through **Thursday, November 7**
    - i. Traffic might also be heavy from **August 21** through **September 11** as well as **December 2** through **December 13**
  - f. Last day to withdraw from a course for a “W” on the transcript: **Tuesday, October 22**
  - g. Last day to swap 2<sup>nd</sup> quarter Engagement: **Wednesday, October 23**
  - h. Enrollment begins for Spring 2025: **Monday, November 4**
  - i. Final Exams take place from **Monday, December 9** to **Tuesday, December 17**
3. **Spring 2025** key dates:
  - a. Classes begin on **Monday, January 13**
  - b. [McIntire](#) Application Deadline: **April 30, 2025** (application opens January 2025; decisions released June 2025; decision deadline TBD; first-year students only)
    - i. Second-year students during AY 2024-2025 will be able to apply for admission to McIntire, though will have a [different admissions process](#) than first-year students. Their application deadline is **January 2025** (application opens November 2024; decisions released February 2025)
  - c. [Data Science](#) Application Deadline: **TBD** (first-year students only)
  - d. [Batten](#) Application Deadline: **January 24, 2025** (application opens November 1, 2024; decisions released February 21, 2025; decision deadline February 28, 2025; second-year students only)
4. Scheduling appointment times with students on Advising system
  - a. Use [Bookings](#), a Microsoft 365 app, which will allow you to create a calendar of availability, with a link that you can then send to your students to sign-up for a time. **Do not release advising holds without first meeting with students.**

- b. In the event students fail to come during their scheduled meeting times, it is suggested that you schedule one or two subsequent group meetings rather than schedule individual meetings.
5. Talking with advisees:
- a. In-person
    - i. It is expected that most of your advising will be done in person. When there are circumstances under which you might need to talk to a student on the phone or Zoom...
  - b. Phone
    - i. You can dial \*67 from your personal phone and then the student's number if you would like to block your number or install UVA Softphone, which allows you to make UVA phone calls from mobile devices.
  - c. Zoom
    - i. Make sure to enable the waiting room, which allows you to admit students one at a time to a long meeting block, rather than having to set up individual meetings with each student.
    - ii. Questions: 434-924-4357 or [ITS site](#)
6. Curriculum and General Education Tracking:
- a. Faculty use SIS (Student Information System) to access an Academic Requirements report (AR Report) or transcripts for their advisees. You may find it helpful to ask each advisee to bring an AR report or laptop with them when they meet with you. You may make this request when you contact your advisees to inform them of your office hours.
7. Fulfilling the General Education Requirements:
- a. [Engagements](#): Students enroll in four Engagements courses in their first year (two seven-week courses per semester); 8 credits
  - b. [Literacies](#):
    - i. [First Writing Course](#) (3 credits)
    - ii. [Second Writing Course](#) (3 credits)
      - 1. This course might also count as a Discipline. Check the course's attributions in SIS
    - iii. [World Language](#) (variable credits)
      - 1. Earn exemption by placing beyond the 2020 level by examination
      - 2. Take 14 credits, or four semesters, of a language in the proper sequence, typically finishing at the 2020 level
      - 3. Take a [placement exam](#), completing the remaining courses in the sequence up to the fourth semester, usually 2020

- iv. [Quantification, Computation, and Data Analysis](#) (6-8 credits)
- c. [Disciplines](#):
  - i. Artistic, Interpretative & Philosophical Inquiry
  - ii. Chemical, Mathematical & Physical Universe
  - iii. Cultures & Societies of the World
  - iv. Historical Perspectives
  - v. Living Systems
  - vi. Science & Society
  - vii. Social & Economic Systems

8. Helping Students Declare Majors:

- a. [Majors](#) in The College
- b. [Selecting a Major](#)
- c. [Declaration of Major and Minor](#)

Once the student gets the approval of DUP, the form can be sent to Judy Updike, College Registrar: [clasregistrar@virginia.edu](mailto:clasregistrar@virginia.edu)

9. Advising Team:

- a. Meira Kensky, Director of Undergraduate Advising: [ybj5cx@virginia.edu](mailto:ybj5cx@virginia.edu)
- b. Karlin Luedtke, Senior Assistant Dean for Undergraduate Affairs and Associate Professor: [kl5k@virginia.edu](mailto:kl5k@virginia.edu)
- c. Bo Odom, Director of Academic Programs: [cgo3tc@virginia.edu](mailto:cgo3tc@virginia.edu)
- d. Abby Holeman, Advising Operations Manager: [alh3f@virginia.edu](mailto:alh3f@virginia.edu)
- e. Roberto Armengol, College Advising Fellow, Echols: [armengol@virginia.edu](mailto:armengol@virginia.edu)
- f. Kathryn Bennington, College Advising Fellow, Pre-Law: [mhh4cb@virginia.edu](mailto:mhh4cb@virginia.edu)
- g. Creighton Coleman, College Advising Fellow, Student-Athletes: [cdc9vu@virginia.edu](mailto:cdc9vu@virginia.edu)
- h. Ruslan Elistratov, College Advising Fellow, Pre-Health: [roe2q@virginia.edu](mailto:roe2q@virginia.edu)
- i. Andrew Ferguson, College Advising Fellow, Engagements, Student-Athletes: [af3pj@virginia.edu](mailto:af3pj@virginia.edu)
- j. Caleb Hendrickson, College Advising Fellow, Engagements: [cs4wd@virginia.edu](mailto:cs4wd@virginia.edu)
- k. Eric Hilker, College Advising Fellow, Engagements: [edh4up@virginia.edu](mailto:edh4up@virginia.edu)
- l. Sarah Jenkins, College Advising Fellow, Echols: [stj7e@virginia.edu](mailto:stj7e@virginia.edu)
- m. John Piller, College Advising Fellow, Pre-Law: [jap8f@virginia.edu](mailto:jap8f@virginia.edu)
- n. Sean Reid, College Advising Fellow, Engagements: [shr8q@virginia.edu](mailto:shr8q@virginia.edu)
- o. Jess Swoboda, College Advising Fellow, Engagements: [jas8vm@virginia.edu](mailto:jas8vm@virginia.edu)
- p. Sarena Tien, College Advising Fellow, Pre-Health: [sstien@virginia.edu](mailto:sstien@virginia.edu)

10. Legal Liability of Advisors – i.e. Can an advisor or anyone else involved in the advising of students be held liable for "faulty advice"?

- a. [The Office of University Counsel](#) provides the following: “Generally, a faculty or other advisor who is sued for their work would be offered representation and would be insured for potential liability, for acts undertaken in the scope of their employment. ‘Faulty advice’ likely is not going to be a compelling legal theory for a finding of liability, but of course anyone can file a lawsuit, even if it is frivolous or silly.”

## Student Resources

1. General College questions
  - a. Monroe Hall Office Number: 434-924-3351
  - b. Dean of the Day: [Zoom Link](#)
  - c. College Registrar: [clasregistrar@virginia.edu](mailto:clasregistrar@virginia.edu)
  - d. College Help: [askthecollege@virginia.edu](mailto:askthecollege@virginia.edu)
  - e. [General Education Website](#)
2. [Georges Student Center](#)
  - a. Connects students with resources, support, and opportunities
  - b. Drop-in advising for: Pre-Health, Career Center, Education Abroad, Peer Financial Counseling, College Life Skills, McIntire Admission, IRB-Social & Behavioral Sciences
3. [College Life Skills Coach](#) – Christy Rotman
  - a. Offers workshops and one-on-one consultations on time management, procrastination, study strategies, habits, transitioning to UVA, goal setting, assertiveness, social support, making connections on Grounds, exploring majors or careers, motivation, and more
4. [Office of Citizen Scholar Development](#) - Fellowships and Undergraduate Research
5. [International Studies Office](#) – Study Abroad
6. [Writing Center](#) - Writing Support Services
7. [Student Health and Wellness](#)
  - a. [Medical Services](#)
  - b. [CAPS](#)
    - i. University of Virginia's primary student counseling clinic. Their mission is to be responsive to the mental health needs of U.Va. students while also providing consultation, education, outreach and crisis management to the broader U.Va. community.
  - c. [SDAC](#)
    - i. SDAC provides services to students who have been previously diagnosed with a disability condition and those who have never been diagnosed, but begin struggling academically, and seek evaluation of their difficulties. For both groups of students, SDAC can provide brief, individual consulting on a limited basis.

8. [Career Center](#)
9. [Multicultural Student Services](#)
  - a. Provide programs and services to promote the holistic success and wellbeing of historically marginalized students while also providing educational and engagement opportunities for all
  - b. [Asian American Student Center](#)
  - c. [Latinx Student Center](#)
  - d. [LGBTQ Center](#)
  - e. [Interfaith Student Center](#)
  - f. [Multicultural Student Center](#)
10. [Maxine Platzer Lynn Women's Center](#)
11. [Hoos First](#) – First-Generation and Limited Income Student Initiatives

## Conversation Starters

1. What brought you to UVA? Introduce yourself and tell me something about your hometown and/or why you decided to attend UVA.
2. What ideas do you have for a possible major? What interests you about the major?
  - a. Tell me something you learned that really surprised you this semester.
  - b. Do you see anything differently because of something you learned in a course this semester?
  - c. Did you learn any skills this semester that seem like they might continue to be useful?
  - d. Have you developed any new interests from your courses this semester?
  - e. What do you see yourself doing after graduation?
3. What concerns do you have about your college career or coming to UVA?
4. Where will you be living this year?
5. How do you spend your time outside of the classroom? What is your favorite book/movie, TV series? What kind of outside activities do you like (sports, music, theater, art, student government, poetry slams)?
6. Are there any special situations we need to consider in planning your academic or education path? (i.e. do you have a job? Are you responsible for your family? Do you have a disability? Do you have military obligations?)
7. Are you aware of the different resources available to you (departmental tutoring, counseling, career planning, study abroad, the writing center)?
8. What questions do you have about:
  - a. UVA and/or the College of Arts and Sciences
  - b. College requirements
  - c. Course selection and scheduling
9. How, as your advisor, can I best assist you?