Advising Hours
For those who plan to change majors or add COM Studies as a double major

Are you ready for an advising session?
Is COM Studies the major for your next step?

Dates and Times of Advising Session
Instructions to prepare for advising session
The Advising Sessions Described in this Handout

- **Are** for students who wish to change their major to Pre-Communication Studies (PCOM)
- **Are** for students who wish to add PCOM as a second major
- **Are NOT** for
  - University College Students
  - PCOM Students

- Look at your degree audit if you do not know your status.
  - Different Major =

University College =

PCOM =

This may say (Pre-Communication) Studies as we are updating audits.
We use the phrase “next step” to refer to the many options available to you after college. It could be graduate school; it could be working for the family business. With that definition mind, here are some questions to consider:

– Are you ready to discuss your future, your goals, your next step with your advisor?
  • When your advisor asks – what is your next step – do you have an answer?
– Do you know what classes you need to take to be prepared for that next step?
– Transfer students – are all the classes from previous institutions on your transcript?

Are you ready for an advising session? Is COM Studies the major for your next step?
• If you answered NO to any of the questions on the last slide or if your reason for changing your major to Communication Studies is “No, but it doesn’t matter because COM Studies is a broad major I can do anything upon graduation,” then you have some work to do before coming for your advising session! If you do not do this work, you may be sent away to further prepare.

  – To prepare
  
  • Review our website, specifically the student handbook and make the most of your major information on this page - http://uncw.edu/com/advising/index.html
  • Make an appointment with a career counselor (962-3174) in Career Services
Dates and Times

• The dates on the next slide are your only options if you wish to meet with Ms. Bulger.
  – She is the only PCOM/COM advisor who meets with students in your situation.

• Ms Bulger does not schedule appointments; these open hours are 1\(^{st}\) come 1\(^{st}\) serve so be prepared to wait. Ms. Bulger will not meet with you during her office hours.

• Office – Leutze Hall 239
Hours Available Spring 2016

• Thursday, 3/17 ~ 2pm – 4pm
• Thursday, 3/31 ~ 10am – 11:30am
• Wednesday, 4/6 ~ 1pm – 3pm
• Monday, 4/11 ~ 1pm – 3pm
• Thursday, 4/21 ~ 10am – 11:30am
Instructions to prepare for advising session

• You **must** bring a printed printer friendly version of a “what if” degree audit.
  – “What if” degree audit instructions – see next slide
  – Ms. Bulger cannot assist you if you bring the wrong audit or do not bring a current printed printer friendly audit.

• Complete PCOM Advising Computer Based Training (CBT) and bring certificate with you. Instructions are on slide 9.

• Complete this form [http://uncw.edu/com/advising/documents/PCOMRegForm.pdf](http://uncw.edu/com/advising/documents/PCOMRegForm.pdf), print and bring to the advising session.
  – The form is available on the PCOM Advising page on our department website.
  – Ms Bulger will review your schedule and approve or offer suggestions. She will not develop a schedule for you.

• Realize you must complete COM 105 with a B or better before declaring PCOM (pre-communication studies major).

• If you are prepared and a full advising session occurs Ms. Bulger will release your registration pin and notify your formal advisor.
What If Degree Audit Instructions

• SeaNet

• Secure Log-In > Student Services > Student Records > Submit Audit > What if Degree Audit
  – College of Arts & Sciences, Bachelor of Arts, Pre-communications, Catalogue = year you started at UNCW. VERY important to choose correct catalogue year!

• Run Audit > View Submitted Audits
• Choose Most Recent Audit
• Choose Printer Friendly Audit under GPA graph
• Print the PRINTER FRIENDLY Version
PCOM Advising CBT Instructions

• Log-in to MySeaport
• Click on Skillport link under Launchpad
• Click on the word Select next to Search (upper right corner), chose courses under Type, click done. Search for PCOM101. You will find this.
• For additional instructions see handouts available on PCOM Advising Page  
  http://uncw.edu/com/advising/pcom.html
Communications Studies

We look forward to having you join our program.