

**PCOM ADVISING NOTICE**  
**Summer/Fall 2017 SCHEDULES**

Greetings! We hope your semester is going well. It's time to meet to discuss your Summer/Fall 2017 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 time.

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 the degree and the potential benefit of elective courses. It is **not** our responsibility to create your schedule for you. Remember, you can pursue your interest through your course projects not simply our course titles! For example, someone interested in sports journalism could take Intercultural Communication and examine Soccer as a global phenomenon and explore some of the intercultural communication issues involved.

Meeting with an advisor on time is extremely important this year as **everyone** will have access to the registration system after April 3rd until the end of Add/Drop. *A hold on your account only stops your registration; it does not delay your advising session.*

When you come to be advised, you are responsible for bringing all of the following items:

1. a printed copy of your **CURRENT degree audit** – **NOTE: audit MUST be in the correct format (follow instructions below).**
2. a printed copy of the completed **PCOM Advising [Form](#)**

If you do not have hard/paper 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 hours you have earned toward graduation.** Hours earned does NOT include the hours you are currently taking. 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           |
|--|------------------------------------|
| 60 hours and up, athletes, honors, or students registered with disability services, veterans or active duty registered with UNCW | March 20-23<br>(Monday – Thursday) |
| 59 hours or less   | March 27-30<br>(Monday – Thursday) |

| Advising Hours This Semester        |                              |                                   |
|-------------------------------------|------------------------------|-----------------------------------|
| Monday 9am – 12pm, and<br>3pm – 6pm | Wednesday, 9-12pm, and 1-4pm | Tuesday and Thursday<br>2pm – 5pm |

**Advising is on a first come, first served basis.** Our offices are located in rooms 238, 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.

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" on [SeaNet](#) prior to making your list of courses; do not rely on your catalogue, as not all courses are offered each semester. Make sure you search for courses being offered during the term for which you are planning your schedule.

**COM 200 will be coded pre-requisite COM 105 so those taking COM 105 now may register 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 301/305.**

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.

| <p style="text-align: center;"><b>Degree Audit Instructions</b></p> <p style="text-align: center;"><b>For students who have been taking UNCW courses since Summer 2016 or earlier</b></p>  | <p style="text-align: center;"><b>Degree Audit Instructions</b></p> <p style="text-align: center;"><b>For students who started taking UNCW courses in Fall 2016</b></p>   |
|--|---|
| <p>You may <u>retrieve your degree audit</u> by following the directions below:</p> <ol style="list-style-type: none"> <li>1. Uncw.edu &gt; Current Students &gt; SeaNet</li> <li>2. Secure Log-In &gt; Student Services &gt; Student Records &gt; Degree Audit &gt; Submit Audit</li> <li>3. Choose List All Requirements               <ol style="list-style-type: none"> <li>a. Do <b>not</b> 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</li> </ol> </li> <li>4. Run Audit &gt; View Submitted Audits</li> <li>5. Choose Most Recent Audit</li> <li>6. Choose <u>Printer Friendly</u> on right below GPA graph.</li> <li>7. <b>Print the PRINTER FRIENDLY Version</b> (if nothing happens, check your pop-up blocker settings)</li> </ol> <p>Your earned hours are listed in the University Requirements and Limitations section on your printer</p> | <p>You may <u>retrieve your degree audit</u> by following the directions below:</p> <ol style="list-style-type: none"> <li>1. Uncw.edu &gt; Current Students &gt; SeaNet</li> <li>2. Secure Log-In &gt; Student Services &gt; Student Records &gt; Degree Audit &gt; Submit Audit</li> <li>3. You audit will appear.</li> <li>4. To print click on Save As PDF               <ol style="list-style-type: none"> <li>a. Click on the printer Icon to print</li> </ol> </li> </ol> <p>Your earned hours equals your credit hours less your hours in progress. For Spring 2017 transfer students your earned hours equals the number of hours you transferred in.</p> <p>How to read your degree audit - <a href="#">video</a></p> |

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| <p>friendly degree audit. You will need this number to move forward.</p> <p>How to read your degree audit – University Studies - <a href="#">video</a></p> <p>How to read your degree audit – Majors/Minors - <a href="#">video</a></p> |  |
|---|--|

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 and making the most of your time here.

The PCOM Team:

Jennifer Chin (LH 238),

Tammy Bulger (LH 239)

Dave Bollinger (LH 241)

David Pernell (LH 242)

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

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

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

**mySeaport** -

<https://uncwcas.uncw.edu/cas/login?service=https%3A%2F%2Fmyseaport.uncw.edu%2Fc%2Fportal%2Flogin>

**CBT Instructions** - <http://www.uncw.edu/com/documents/pcomcbt.pdf>

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

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

If you have trouble viewing this email you can find a PDF version at the following link:  
[www.uncw.edu/com/advising/documents/PCOMnotice.pdf](http://www.uncw.edu/com/advising/documents/PCOMnotice.pdf)