

Welcome to the Biology Department!

Biology Undergraduate Advising Office

Biology Building, Room A115

Office Hours: Monday through Friday, 8:30 a.m. to 12:00 noon and 1:00 to 4:30 p.m.

Office Phone: (812) 855-3810

Email: bioadv@iu.edu

Biology/Biotechnology/Microbiology Advisors: Valerie Aquila, Amy Craft, Joyce Downing, Carrie Fudickar, Libby Tilghman, and Leah Turner

Student Services Coordinator: Basie Cobine

Unlike some IU departments, we do not assign students to specific Biology advisors, nor do we require that you meet with us every semester. You are welcome to see any one of us at any time, but please make an appointment.

Occasional Zoom drop-in hours will be announced by email and visible in the [Student Appointment Scheduler \(SAS\)](#).

Academic Advising: Plan to meet with an advisor at least once per semester to review and update your personalized degree map, to plan courses for the upcoming academic term, and to learn about co-curricular opportunities that may enhance your IU experience. Your advisor can also refer you to support services on campus, such as tutoring, personal counseling, and time management assistance.

Scheduling an Advising Appointment: Use the [Student Appointment Scheduler \(SAS\)](#) to schedule academic advising appointments. Find the Student Appointment Scheduler in [One.IU](#); instructions for using SAS are posted at <https://kb.iu.edu/d/apld>.

You may schedule with any one of the following Biology/Biotechnology Microbiology Advisors:

- Valerie Aquila (vaquila)
- Amy Craft (ammwelch)
- Joyce Downing (jodown)
- Carrie Fudickar (cfudicka)
- Libby Tilghman (etilghma)
- Leah Turner (leamturn)

Tip: Go into [SAS](#), search your major as keyword, click to select **all of us**, then click Find Available Appointments. You'll see availability for all of us at once (days **with a circle around them** have open slots).

Biology majors: **Human Biology** is a different major with different advisors! So de-select those 2 advisors [Rachel and Andrew].

If you have an advising question that can be answered via email, please send us a message at bioadv@iu.edu.

Email: Check your IU email account every day. It is the account to use when you communicate with IU faculty, staff, offices, and organizations. In return, you may expect IU offices, faculty, and staff to send official notifications and information directly to your IU email account.

Confidentiality of Records: Indiana University, in compliance with the Family Educational Rights and Privacy Act (FERPA), provides that all student records are confidential. We will release confidential academic information only to you, and to person(s) whom you elect to authorize in writing to be recipients of the information. **Forms authorizing the release of information to third parties (including parents or guardian) are available online at** <https://ferpareleases.indiana.edu/>.

Helpful Links

- **College Bulletin:** where you can find degree requirements, course descriptions, and College policies: <https://college.indiana.edu/student-portal/undergraduate-students/degree-requirements.html>
- **College of Arts and Sciences Undergraduate Website:** where you can find links to course offerings, College policies, Academic Advisor information, and other academic information: <https://college.indiana.edu/student-portal/undergraduate-students/>
- **Dates and Deadlines:** <https://calendars.registrar.indiana.edu/official-calendar/>
- **One.IU:** <https://one.iu.edu> to locate your Degree Map, iGPS Plan, and Academic Advisement Report
- **Registration and Financial Information:** <https://studentcentral.indiana.edu/>
- **Student Activities and Organizations:** <https://www.indiana.edu/hoosier-life/student-organizations.html>
- **Biology Department:** <https://biology.indiana.edu/>
- **Biology Advising Canvas Site:** where you can find degree check sheets and other resources, announcements about internships, research opportunities, and more: <https://iu.instructure.com/courses/1902735>
- **Health Professions and Pre-law Center (HPPLC):** where you can learn more about advising for pre-health students and preparing for a career in the health professions: <https://hpplc.indiana.edu/>
- **Tutoring:** <https://tutoring.indiana.edu/>
- **Walter Center for Career Achievement:** <https://careers.college.indiana.edu/>
- **Questions about COVID-19:** <https://www.iu.edu/covid/index.html>

Need-to-knows for the First Week of Classes

- **Check your IU email account regularly.** Official university communications will be sent to your official university email address. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications.
- **Check your schedule in your [Student Center](#), accessed from [One.IU.edu](#).** Do a final check to see classes in which you're actually enrolled, and which ones you have waitlisted. In addition, your class times and locations may have changed, so you want to know where they are.
- **Make sure that you are enrolled in at least 12 credit hours** if you plan to be a full-time student. Dropping below 12 credit hours may jeopardize scholarships, financial aid, and tuition costs, so if you drop a class, make sure you still have at least 12 credit hours for the semester. Plan to complete an average of 15 credit hours per semester in order to be on track to complete your degree in 4 years/8 semesters.
- **Attend all enrolled classes.** If you are waitlisted for one or more classes, monitor your [class schedule](#) daily. If your waitlist request(s) is satisfied, begin attending the previously-waitlisted class(es) immediately. Contact the instructor(s) and work with them to ensure you have all of the content you may have missed.
- **Waitlist requests expire on Thursday, August 24, 2023.** If you haven't gotten into a waitlisted class by the end of the day on Thursday, August 24, you will not get in via the waitlist.
- **You can adjust your class schedule without receiving a grade of a W until 11:59 p.m. on Sunday, August 27, 2023.** If you aren't sure how to use the registration system, watch [Student Center videos](#), visit Student Central's [website](#), or call Student Central at 812-855-6500. If you're not sure whether or not you should drop or add and want to discuss the repercussions, [make an appointment](#) with an academic advisor.
- **Starting Monday, August 28, 2023, if you drop a course that is already in progress, you will receive a grade of W on your record for that course.** There are no exceptions. You may drop a course and receive a W until the Automatic W deadline: Sunday, October 22, 2023, for full term courses. Different deadlines apply to 8 weeks courses and other courses that are not full term.
- **Starting Monday, August 28, 2023, use [eDrop/eAdd](#) to adjust your schedule.** To add a class, you need instructor permission. See Student Central's [Late Drop/Add information](#). If you need to drop and add simultaneously to avoid falling below 12 hours, the [eDrop/eAdd system](#) provides a way to do this.