College website with links to calendar, forms, advising information:
http://college.as.virginia.edu

1. Students start enrolling in fall 2020 classes on April 20, 2020

2. Scheduling an Appointment
   • College advising calendar (on the Undergraduate College site above) at bottom where it says SCHEDULE ADVISING:
     https://advise.sites.virginia.edu/Advisor/Index
   • On left hand side where there are three dots, you can create advising blocks.

3. Talking with advisees
   • Phone appointments (you can dial *67 from your personal phone and then the student’s number if you would like to block your number) OR
   • Setting up video/phone Zoom; See Guide to setting up Zoom.

For the meeting options section: enable the waiting room. This 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. You can have a private conversation and then leave the meeting and invite a waiting student into a private meeting room and then start over again. Check out the Zoom link on the ITS site below.

Questions: 434-924-4357 or ITS site: https://virginia.service-now.com/its?id=itsweb_kb_article&sys_id=d8614580dba788d4d665595ce9619eb

4. Major Declaration
   • Forms are available on the College site under the Forms section on the Menu.
   • Resource for choosing a major from afar
   • Once the student gets the approval of DUP, the form can be sent to the College Registrar: Judy Updike.

5. Association Deans | Monroe Hall
   • Ask students to call the main number (434-92-3351) for an appointment or e-mail their Association Dean directly.
   • As advisors, you can also e-mail Shilpa Davé or Rachel Most
   • If you need help with the eAdvising system, contact Abigail Holeman.