

**NOTE: READ YOUR GENESEO GMAIL!!** As one of our PreMajors/Majors, you are expected to regularly check your SUNY Geneseo Gmail account. Email is how we communicate with all of you regarding advisement information, registration issues, course cancellations, class cancellations, program changes, new courses, upcoming deadlines, etc.

### **How do I schedule an advisement or pregraduation check appointment with my advisor?**

- Please check your KnightWeb account (see instructions below) to verify who your current assigned primary advisor is. You must meet with your primary assigned advisor if you have required advisement (freshmen, new transfers, those on academic probation, etc.) or need a pregraduation check completed. If your advisor emails you, please be sure to follow their specific instructions for signing up for an appointment time. Most Biology advisors ask that you go to their office and sign up on a posted sign-up sheet outside of their office (*not their research lab*). A few advisors utilize Google Calendar and will email you the link to schedule a time.
- Here is a link to faculty/staff ISC office locations:  
<http://www.geneseo.edu/biology/contact>
- **Please do NOT call or email your advisor to schedule an appointment.**
- **Do NOT wait until your registration day/week to seek an appointment with your advisor. PLAN AHEAD!**
- Be sure to review the schedule and **develop a tentative schedule** as a starting point **before** you meet with your advisor.

### **Changing your Major to or from PreBiology/Biology, etc?**

Don't wait until advisement or registration begins to change your major. Do it as soon as you know you want/need to. These forms may NOT be processed immediately in the Dean's Office due to the large number. Therefore, this may effect the advisor that can release your advisement/pregrad hold. Also, you may not be able to register for courses that are restricted to a certain major.

**When do I register online in KnightWeb?** Go to:  
[http://www.geneseo.edu/dean\\_office/RegistrationDates](http://www.geneseo.edu/dean_office/RegistrationDates)

*Suggestions:*

- Check now to be sure you have all of your **transfer credits visible** on your KnightWeb academic web transcript. This may help give you a better registration date/time. If some transfer credits are missing, be sure to request the official transcripts from the appropriate college be sent to the Registrar's Office, Erwin 102.
- **Check your registration status** at least a week before your registration date on your KnightWeb account to see if you have a HOLD, and then check it **again** a couple days before you actually register. Surprises are not a good thing.

### **What do I need to do if I have a HOLD on my KnightWeb account?**

A **HOLD** may be placed on your KnightWeb account shortly before the registration period begins. There are different types of HOLDS:

- **Advisement HOLD** -- Schedule an appointment with your advisor. Only your primary assigned advisor on KnightWeb is able to remove your advisement HOLD. Be sure to remind your advisor to remove your HOLD before you leave your scheduled appointment.
- **Pregraduation Check HOLD** -- Schedule an appointment with your advisor; they should have your pregrad check already. Both of you must sign and date in ink the pregrad check and return it to me in ISC332. Only the Graduation Officer (NOT your advisor, nor myself) ultimately may remove your pregraduation HOLD after it has been completely processed by our department and then forwarded to the Graduation Officer for further processing. You must **PLAN AHEAD** or you will not be able to register for Fall courses!!
- For financial, library, or **other** types of HOLDS, you must address these with the appropriate office directly.

### How do I find out who my CURRENT ADVISOR is?

1. Sign into your KnightWeb account
2. Click on "Student Menu"
3. Click on "Student Records"
4. Click on "Student Information"
5. Look at name under "Primary Advisor"

### What are the PreBiology Major Requirements (effective Fall 2013)?

To major in Biology or Biochemistry a student must first perform well as a 'PreBiology major,' earning at least a C+ average (2.3 GPA) in their first two required Biology lecture courses taken at SUNY Geneseo. For most students this would be BIOL 117 and 119. The PreBiology major also applies to students with credit for BIOL 117/119 (from an AP Biology score of 5 or from the transfer of college credits). For these students the first two required lecture courses (and the ones that will count in terms of advancing to the major) are: BIOL 203 and BIOL 222 (for Biology majors) or BIOL 222 and BIOL 300 (for Biochemistry majors). Students with AP or college credit for BIOL 117/119 are strongly encouraged to talk with someone from the Biology Department before choosing courses. Students performing poorly as a PreBiology major may choose to Withdraw from a required lecture course rather than earn a grade that will make it difficult to achieve a C+ average; however, this may make it difficult to graduate in eight semesters.

### May I be assigned or change my Premed advisor?

Well, sort of! You are more than welcome to get advice from anyone on the Premed Committee, but in general **you are not assigned a Premed advisor**. You are not actually changing your advisor, but you are getting advice from additional people. Does the premed advisor replace the advisor that has been assigned by the Dean's office? **NO!** Premed students have two advisors, one in their major (your official primary academic advisor on KnightWeb) and also a Premed advisor (**not** assigned). It occasionally happens that students have the same advisor in both roles.

**Students pursuing the following careers should have the advisor listed below in order to receive proper advising. If you do not, please email or see me with your advisement if you have it, and I will need your name, G#, and which attribute you are pursuing.**

Biology Adol Ed - Dr. Spear  
 Biophysics - Dr. Hartvigsen  
 Physical Therapy - Dr. Lewis  
 Prevet - Dr. Bandoni Muench  
 Pharmacy - Dr. Militello

### FREQUENTLY ASKED QUESTIONS:

<http://www.geneseo.edu/registrar/frequently-asked-questions#How%20Can%20i%20find%20out%20who%20my%20advisor%20is?>