Advising in Physics
By Antoinette (Toni) Moore – The Physics Dept. Undergraduate Advisor

Phone & Email Advising

- Advising is not available via phone or email.

Electronic Advising: The Virtual Advising Center

- You can submit questions through the Virtual Advising Center (VAC) http://vac.ucsd.edu 24 hours a day, except during campus closures.

- I read and respond to messages in the order received but only during the work-week (Monday-Friday) and only during business hours; standard response time is 1-3 business days.

- If you submit a message after close of business please remember that I will not see it the same day you submit it.

In-Person Advising: Walk-Ins, Appointments

- Walk-in advising and advising appointments are available Mondays, Tuesdays, and Thursdays from 8am-11am and from 1:30pm-3pm in Mayer Hall Addition 2581.

- In-person advising is not available on Wednesday and Fridays, but I am still available through VAC.

- Appointments are not available during finals week and summer, winter, or spring breaks.

Important things to know about Appointments

Purpose
- Appointments are best suited for matters that require a lot of discussion (i.e. double-major or other long-term planning).

- **Appointments are not meant for getting paperwork signed/stamped.** You can submit documents at any time (slide them under the door if my office is closed). Once your documents have been reviewed/processed I will contact you through VAC.

How to Request an Appointment

- Use the "Ask a Question" feature on VAC to ask for an appointment. Be sure to indicate your weekly availability and tell me why you hope to meet. Keep the following in mind as you draft your request:

  - Appointments only take place during the "In-Person Advising" hours (Mon, Tues, Thurs 8-11am and 1:30-3pm) and these are the only periods of availability you will want to note in your appointment request; the more availability you provide the quicker/easier it will be to get onto my calendar.

  - I am unable to accommodate requests for same-day appointments. Please keep this in mind when sending a VAC message to me after close of business.