

# Academic Advising

If you are deciding on a biology major, or are currently a biology major at Purdue University Fort Wayne, the biology department provides assistance to ensure you are successful in achieving your goals in our department. The biology department welcomes you to reach out to the advisor below.



## Marcy Ball

Academic Advisor, Biology and Natural Sciences

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As an Academic Advisor, Marcy is available to help navigate a student's academic journey. In addition to sharing course recommendations, she answers questions about myBLUEprint and graduation plans, discusses professional/graduate school options, and directs students to resources to help them succeed. Marcy earned her B.A. in History and Religious Studies at Indiana University and her M.S. in College Counseling at Creighton University. To schedule an appointment with Marcy, please use [AdvisorTrac](#) or contact her via email or phone.

Visit **AdvisorTrac**:

You will use your goPFW user name and password to sign into CAS (Central Authentication System).

1. Use your **goPFW user name and password** to sign into AdvisorTrac.

2. Click on "**Search Availability...**" on the left of the screen.
3. Choose your advising **Center**.
4. To search for a specific advisor, click on the drop down arrow in the **Consultant** box and select an advisor. (*To search for all advisor availability, leave the Consultant box blank*)
5. To search for a specific **Date Range**, click on the calendars to change the dates.
6. To search for a specific **Time Range**, click on the arrows to change the times.
7. To search for a specific **Day**, deselect the days not wanted.
8. Click "**Search**".
9. **To schedule an appointment**, click on one of the darker green available time slots in the Available Time Slots area.
10. In the **Appointments Entry** box, click on the drop down arrow to choose an appointment **Reason**.
11. Enter an alternate **E-mail** address if necessary. Otherwise, leave blank.
12. Enter any additional notes for your advisor in the **Notes** box.
13. Click **Save**.
14. Click on the **Main Menu** button in the upper left corner of the screen.
15. Your **Upcoming Appointments** information will display in the Calendar box on the left side of the screen.
16. An **Appointment Confirmation E-mail** will be sent to you and your advisor immediately and an **Appointment Reminder E-mail** will be sent to you 24 hours before your appointment.
17. To **Cancel** an appointment, click on the "**X**" after the appointment information in the Upcoming Appointments section on your Main Menu.
18. In the Appointment Cancellation box, enter a cancellation **Reason** and click the **Confirm Cancellation** button.
19. To **Log-out of AdvisorTrac**, click on the **Log Off** button in the upper left corner of the screen.