

Hello!

Note: I will be on leave until the end of September. I'll update my hours when I return. My email auto-reply message is below.

Out-of-Office Auto-Reply (8/11 – 9/27)

Subject: Out of Office – Undergraduate Advising

Thank you for your message. I am on leave from **August 11 through September 27** and will not be checking email during this time. After September 27th, please resend your message if it requires my attention.

Advising Model Change: While I'm on leave, advising support is shifting to a new model to make sure you're covered. In the coming weeks you will hear from Nitin Srivastava (Physics Advisor) and/or Claudia Trujillo (Director of Physics Student Services) with details. I'll resume my regular advising responsibilities when I return on 9/27. Thank you in advance for your patience and understanding.

Before You Reply: Please read the FAQ below first. If your question is already answered there, you likely will not receive an individual response.

Urgent Questions: If your question is not answered in the FAQ below, please contact Physics Student Services (physics-student-services@lists.berkeley.edu) with the subject line: "Undergraduate Advising: [TOPIC] (your question)."

FAQ

Note: Messages are screened against this list — if your question can be answered here, we will not be sending an individual reply. If your matter is confidential, please reach out directly so we can get more information.

1. **Who do I contact with advising questions while you're out?**
Email Physics Student Services with the subject line "Undergraduate Advising: [TOPIC] (your question)." Physics Student Services will primarily handle requests related to the timely processing of [Physics 49, 99, 199, Physics H195AB forms](#) and urgent matters.
2. **I need to declare my major — what do I do?**
If this is urgent due to a deadline, email Physics Student Services directly after you

submit your [physics major declaration request](#). Otherwise, major declarations will be processed upon my return on 9/27.

3. **I have a confidential matter — how do I reach someone?**

Please email Physics Student Services and note that your matter is confidential; they can follow up with you directly for more information.

For questions about enrollment, please review the [Physics Enrollment Manager's auto-reply information](#).

When I return:

Please see below for the best ways to get in touch/get advising support.

- I am always available by email at kathleen.cooney@berkeley.edu.
- Zoom appointments are available 9AM-12PM M-Th. You can schedule an appointment [here](#).
- Physics faculty advisors also have various office hours throughout the semester. *Physics faculty advisors can answer questions about their own journey into physics (challenges, favorite moments, research, mistakes, growth, etc.), their subfield, research, grad school, career paths, summer opportunities, etc. A link to their office hours will be added in September.*
- Another great resource for getting your questions answered is [Physics Central on Ed Discussion](#). Check here for questions that have already been answered, or ask your own, and peers, advisors, or instructors will get back to you shortly.

Please read the below information before reaching out or scheduling an appointment. Many FAQs are answered below!

Time Conflicts & Waitlists: Please note that the Physics Department does not allow time conflicts under any circumstances. Additionally, we do not have any information on waitlist movement or your chances for getting into a class. If you emailed regarding one of these topics, please do not expect a response.

Enrollment Questions: If you have an enrollment question that does not involve waitlists or time conflicts as addressed above, please contact Physics Student Services at: physics-student-services@lists.berkeley.edu.

L&S Deadlines and Policies: For information about L&S deadlines and policies, check the [L&S Advising website](#). Visit the L&S [Virtual Front Desk](#) or [schedule an appointment with an L&S advisor](#) if you have further questions about L&S college policies or general requirements.

Additional Resources for Faster Information:

- **To Declare the Physics Major** please [complete this form](#), and we will get back to you in 2-3 weeks.
- **To enroll in Physics 99 or 199**, please fill out the appropriate form (found [here](#)) with your research advisor in the Physics Department. Send it back to me by well before the add/drop deadline (Sept 18) to ensure timely processing.

- **To enroll in Physics H195A (the first part of the honors thesis)** please [complete this form](#) with your thesis advisor, include a proposal, and send it back to your advisor (Nitin or me) by Friday, September 6th.
- Our [physics department website](#) has helpful information on academic & student life resources
- The [physics supplementary website](#) has a lot of helpful information as well about course selection, graduate school, careers, etc. Including previous event recordings.
- **L&S Deadlines and Policy Questions:** For information about L&S deadlines and policies or general/college requirements check the [L&S Advising website](#). Visit the L&S [Virtual Front Desk](#) or [schedule an appointment with an L&S advisor](#) if you have further questions about L&S college policies.

Graduate Course Enrollment: Students who requested enrollment in physics grad courses will hear back from the department after the second week of the semester.

Additional Physics Resources for Faster Information:

- **To Declare the Physics Major** please [complete this form](#), and we will get back to you in 2-3 weeks.
- Our [physics supplementary website](#) has a lot of helpful information about course selection, graduate school, careers, etc.

Some helpful resources to keep in mind throughout the semester are our new website's page on [Study Resources and Tutoring](#) (with the Physics and Astro tutoring schedule for the fall semester [here](#)), [Student Organizations and Mentoring](#), and [Undergraduate Research](#).

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Concurrent enrollment updates:

Thank you for submitting an application for concurrent enrollment in the Department of Physics. If you have not done so already, please be sure to submit our department-specific Google form that helps us to review your course requests [here](#):

<https://forms.gle/FEmAXiaHpqYzCveB9>

(If you have already filled out this form, please do not submit it again.)

A few friendly reminders:

- *We evaluate requests pending course availability. We cannot consider applications for courses that are full and/or courses that have a waitlist.*
- *Consideration will be given only for courses that have vacant seats and/or no waitlist and **will begin at the end of the second week of classes** to assess enrollment availability, per university policy.*

- *Please do not ask instructors to add you to their bcourses while you wait for approval; they are not permitted to do so until you have been officially enrolled. If you are awaiting approval for a course that has open seats, you may sit in on class with permission from the instructor.*
- *Though we cannot guarantee enrollment, we do our best to accommodate your requests provided that all requirements and approvals are met.*

Thank you for your understanding and cooperation, and thank you for your interest in Berkeley Physics!