

Notes for Faculty Advisors

Updated Fall 2019

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Presentation Overview

- Important dates
- Updates
- General advising
- Forms and policies
- Transfer students
- Graduation
- Other services and special populations

Important dates

- Link to Academic Calendar:
<https://www.tamuk.edu/academics/academic-calendar/index.html>
- Priority registration: Monday, October 21
- Midterm grades: Monday, October 21, 12:00 pm
- Drop date (all drops): Thursday, October 24
- Graduation packets (May grads): December 16
- Commencement: December 13, 10:00 am
- Final grades due: December 16, 12:00 pm

Updates

- Online graduation application via Blue and Gold.
- Students also complete paper forms with advisors.
- Pay careful attention to Degree Works.

<https://dwprod.tamuk.edu:6443/dashboard/>

- Contact Austin McCoy (austin.mccoy@tamuk.edu) with any errors / discrepancies you find.

Things to keep in mind

- Important policy:
 - Residency requirement (45 hours at TAMUK, 36 in COE)
 - No PPEN admission for students with more than 60 attempted hours (without approval from Dr. Noore).
 - Non-engineering majors and PPEN students are not permitted to take upper-level engineering courses
- Alternate pre-engineering (APEN):
 - First time in college students who do not meet COE admissions criteria
 - Same criteria as PPEN students to change major
 - Expectation that will meet criteria to change major within one year or seek another degree

Updates

- Checking prerequisites for your classes
 - <http://www.tamuk.edu/oir>
 - Report from Registrar's office is sent before every semester.
- Professional advisors also requesting PPEN updates annually.

General advising

Students do not complete forms.
Advisors complete forms.

General advising

- Electronic tools available:
 - Degree Works.
 - Academic Transcript through Blue and Gold.
 - College Scheduler through Blue and Gold.
- Blue and Gold transcript is important:
 - Current major (PPEN?)
 - Current standing (Enforced Withdrawal?)

General advising

- Record student progress on degree plan or chart.
- Look ahead.
 - When will student graduate? What potential roadblocks?
 - If a transfer student, are subs complete?
 - Are student's grades a problem or an opportunity?
 - What career goals does the student have?

Forms and policies

- Enforced withdrawal / scholastic probation
 - Probation: Cumulative or Institution GPA less than 2.0.
 - Enforced withdrawal: On probation and GPA stays below 2.0 following semester.
- Acting on enforced withdrawal (EW)
 - If spring EW, may enroll for summer class to raise GPA.
 - May appeal EW:
<http://www.tamuk.edu/studentsuccess/academicrecoveryplan/form.html>
 - Maintain awareness of student situation.
- Retaking F's and D's best strategy.

Forms and policies

- Pay attention to major: PPEN, APEN,?
- PPEN students admitted as freshmen:
 - Goal is to transfer at end of second semester.
 - Must have 2.5 cumulative and math/science GPA
 - Must have completed CHEM 1311/1111 and MATH 1348.
- Use freshmen criteria for APEN students trying to transition into major of choice.
- If not meeting criteria, discuss other career choices. Refer to department chair.

Forms and policies

- Transfer students placed in pre-engineering:
 - Transfer GPA > 2.0 and < 2.49 and < 60 attempted hours
 - Evaluate at end of second semester.
 - “Satisfactory progress” to change major. 2.5?
- Continuing TAMUK students require a 2.5 cumulative GPA for change of major.
- Department chair has discretion.

Forms and policies

- Changing majors / catalogs:
 - Degree plans set by semester enrolled at TAMUK.
 - Student may opt to switch to a newer degree plan.
 - Specify with a Change of Curriculum form.
 - May not go backwards to older catalogs.
- If student changes catalog, student must complete all requirements of the new catalog. Check:
 - Changes to major courses
 - Changes to general education requirements
 - Changes to policies regarding graduation

Forms and policies

- Registrar's Office: <http://www.tamuk.edu/registrar/>
- Exclusion of repeated courses (students entering Fall 2015):
 - No limit on the number of courses for which a student may “exclude” a grade in GPA calculation.
 - Only the **first** attempt to repeat a course will be excluded. Subsequent repeats are averaged.
- For internal COE degree plan, okay to enter the grade last earned on the spreadsheet.

Forms and policies

Example 1:

MATH 2413 – Attempt #1 – F

MATH 2413 – Attempt #2 – A

GPA for MATH 2413 = 4.0.

Forms and policies

Example 2:

MATH 2413 – Attempt #1 – F

MATH 2413 – Attempt #2 – F

MATH 2413 – Attempt #3 – A

GPA for MATH 2413 = $(4*0 + 4*4) / 8 = 2.0$

Forms and policies

- Students on Fall 2012 catalog or later must get a “C” in one Writing Intensive Course.
- Courses for COE:

AEEN 4316	Structural Steel Design
AEEN 4289	Senior Design Project II
CEEN 4316	Structural Steel Design
CHEN 4317	Chemical Process Design III
CSEN 4202	Senior Project
EEEN 4224	ECE Project Lab
EVEN 4303	Environmental Engineering Design II
ITEN 3349	Lean Production
MEEN 4263	Mechanical Engineering Design Project I
NGEN 4398	Capstone Design Project

Transfer students

- If you suspect errors on a transcript, contact admission@tamuk.edu.
- Substitution forms
 - Review transfer credit with new transfer students
 - Make sure substitution permits valid, complete
 - **Include course descriptions!**
 - Include student TAMUK transcript.
 - C's or better in math, science, or engineering!

Transfer students

- Is student “core complete?”
 - Must complete core at a public institution in Texas.
 - Check transcript of previous institution.
 - Post-bacc not necessarily core complete!
- Does student need UNIV?
 - Transfer students with at least 24 hours exempt
 - Exception: dual credit students

Graduation

- Graduating students must first apply for graduation online through Blue and Gold.
- Packets picked up from JESSC.
Student must take the graduation packet to his/her faculty advisor and fill it out with them to include substitutions, minors, etc. After this is complete, chair reviews and signs it, and then the student is to **bring it back to JESSC**.
- 2.0 cumulative, 2.25 math/science, 2.25 engineering for students starting in Fall 2014 or later.
- 2.0 cumulative, 2.0 math/science, 2.0 engineering for students on catalogs before Fall 2014.
- Attach official transcript and degree plan (Excel)
- **Students do not complete their own degree plan.**

Other services & special populations

- Hours required for...
 - Financial aid – 12 hours
 - Presidential Scholars – 15 hours; no repeats!
 - Hazelwood Act (veterans or families) – 12 hours
- To graduate with honors...
 - Incoming freshmen need 24 hours.
 - Transfer / continuing students need 15 hours.
 - Medals awarded for students graduating with GPAs above 3.4, but must have completed 45 hours at TAMUK in the semester **before** graduation.

Other services & special populations

- Financial aid implications of dropping a class
 - Student must attend 60% of class to avoid repaying financial aid. **Date of last attendance is important when students fail!**
 - Students must repay financial aid if they do not earn at least 67% of attempted hours for a semester.
 - Students can stay on financial aid if they drop below 12 hours **after** the census date (12th class day).

Other services & special populations

- Fundamentals of engineering exam
 - Moved to discipline-specific exams.
 - All computer based! \$225.
 - PPI has an online course for \$45
 - Dean's office will reimburse 50% of exam cost if passed.
- Tutoring available in the JESSC
 - Math, science, and basic engineering courses
 - By upper-level engineering students
 - For discipline-specific help, let JESSC know!

Other services & special populations

- Student Health and Wellness
 - <http://www.tamuk.edu/shw/> or ext. 3991
 - Mental health and counseling resources
 - Simple medical conditions and over the counter medications
 - Alcohol and drug abuse resources
 - Disability Resource Center
- Dean of Students
 - MSUB 306, ext. 3606
 - Assist students in cases of family / personal emergency

Other services & special populations

- Other offices
 - Career services, ext. 2217
 - Financial Aid, ext. 3911
 - Registrar, ext. 2811

Summary

Our students deserve our time and our expertise, both in and outside the classroom. Effective advising is student-centered and accurate.