

COLLEGE OF ENGINEERING ADVISING POLICY

Transfer Students

- Students who transfer into the College of Engineering will be advised by the Professional Academic Advisors for the students' first semesters at TAMUK or until such time as student is Calculus I (MATH 2413) ready and passed Inorganic Chemistry I (CHEM 1311).
- Beyond the students' first semester or enrollment in Calculus I (MATH 2413) (whichever comes *last*), transfer students will be advised by a Faculty Advisor appropriate to their academic discipline.
- Both Professional Academic Advisors and Faculty Advisors have the authority to initiate substitution permits for coursework previously completed. Substitution permits must begin at the request of the student, and substitution permits without a student's signature will not be considered valid. Both Professional Academic Advisors and Faculty Advisors have the responsibility to verify that substitution permits have not been previously completed for a student before beginning the substitution process.

Entering Freshmen

- Students who have been with TAMUK since freshman year (hereafter referred to as *entering freshmen*) will be advised by the Professional Academic Advisors for their first two to three semesters or until they have completed 30-45 hours towards their degree (whichever comes *last*).
- Beyond 30-45 hours or entering freshmen students' third semester at TAMUK, students will be advised by a Faculty Advisor appropriate to their academic discipline.
- If a student has not met TSI requirements by the completion of 30 hours, the student will continue being advised by the Professional Academic Advisor until TSI requirements are met.

Record Keeping

- An electronic shared file of students' records is maintained by JESSC staff. At the earliest opportunity, all Faculty Advisors should be given access to these records. The electronic shared file (and the corresponding hard copy file also maintained in the JESSC) is the official repository of all documentation for College of Engineering students.
- When a student meets with a Professional Academic Advisor or a Faculty Advisor, a scanned copy of the advising form should be placed in the student's electronic record.
- The electronic records maintained in the JESSC contain an updated Excel file of the students' degree plan. If a signed degree plan is required for a student (athletes, veterans, and students receiving Hazelwood benefits, etc.), it may be accessed in the electronic record.
- Before initiating a substitution form or other paperwork on a student's behalf, the electronic record should be double-checked to avoid duplication.

Acronyms: Javelina Engineering Student Success Center (JESSC);
Texas Success Initiative (TSI)