

College of Liberal Arts
Faculty Advising Guide

Table of Contents

Introduction	2
Academic Advising at TAMU-CC	2
Academic Advisor and Faculty Mentor	2
Advising Periods	3
Registration	4
Holds	4
Changes in Registration	4
Dropping Courses	4
Auditing Courses	4
Withdrawing from the University	5
Scholastic Probation/Academic Suspension	5
University Requirements	5
College of Liberal Arts Requirements	6
Forms	6
Official Degree Plans	6
Application for Incomplete Grade Notation	6
Change of Grade Form	7
Degree Requirement Waiver Form	7
Directed Individual Study Proposal/Internship Form	7
Important Phone Numbers	8

Introduction

Faculty participation in the advising process is crucial to a student's success and retention at the university. Hence advising is part of the job expectation for all full-time faculty. Not only do Faculty Mentors advise students regarding course selection, they also provide important professional and career guidance. They develop a personal rapport with the students and learn about how students perceive the curriculum. Faculty work closely with the staff in the Academic Advising Center, located on the second floor of Driftwood Hall. The Center houses the College's five Academic Advisors who are responsible for keeping all student records.

This following manual, developed to assist College of Liberal Arts faculty in advising students, seeks to outline the advising process and to answer questions new faculty members might have about the advising process.

Academic Advising at TAMU-CC

All students who have decided what major to pursue as they enter the University are assigned to an Academic Advisor in one of the five colleges. The Academic Advisor sets up a degree plan with the student and assigns a Faculty Mentor. First-year students who are undecided regarding their major field of study are advised in the Academic Advising Transition Center.

Faculty Mentors are appointed on the basis of their professional expertise and current advising load, and the student's particular interests. Students who wish to change their Faculty Mentors should contact their Academic Advisor.

College faculty are asked to remind students to seek out their Academic Advisors as soon as they are ready to declare a major. All faculty should include the following statement in their syllabi:

“The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a Faculty Mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.”

In addition, faculty should remind students to visit with their Academic Advisors at least once a semester to update and track their programs for graduation. Students must see their Academic Advisors for graduation clearance the semester prior to graduation.

Academic Advisor and Faculty Mentor

Academic Advisors work with students on the following: they

- Set up and update degree plans;
- Assign Faculty Mentors;
- Check and advise students about University Core Curriculum requirements and completion of those requirements;
- Advise students about the College's Foreign Language Requirement;
- Deal with transfer regulations;
- Write permits for THEA-liable students;
- Do graduation clearance;
- Keep student records;
- Handle changes in majors/minors.

Faculty who wish to see an advisee's file can check it out from the Advising Center. The inside of the file contains an "Activity Report" which documents any correspondence or records of meetings between the Academic Advisor and the student, as well as the student's official degree plan.

The role of Faculty Mentors is as follows: they

- Advise students about specific courses in their discipline. Faculty members should have a good understanding of discipline-specific requirements and courses offered in their fields;
- Help students understand curriculum requirements;
- Guide students within the University bureaucracy. Faculty members should have an understanding of University procedures so that they can effectively guide students;
- Assist students with academic and professional goals by providing referrals and advice on career planning;
- Encourage students to develop a long-term relationship with the College and the University;
- Serve, as appropriate, as the student's advocate;
- Recommend, if appropriate, alternatives or modifications (such as course substitutions, etc.) to the student's curriculum. Remember that any modification to the student's program requires approval from the Department Chair and the Dean.

Advising Periods

While advising should be an on-going process, students most frequently approach faculty during registration periods (please consult the University's on-line master calendar for those periods). It is important that Faculty Mentors are available during those key times.

Students will be encouraged to talk with Faculty Mentors as early as possible and will be notified that faculty are often off-campus when classes are not in session.

Registration

Holds

Students must clear any holds before they can register for courses. Holds may be imposed by the offices of Financial Aid, Business, or the Dean of Students. Faculty Mentors with access to SIS+ may determine which office imposed the hold by looking at screen 148 and refer students to that office to clear the hold. Faculty Mentors may also refer students to the Department Chairs and the Academic Advisors for assistance in lifting a hold imposed by the College of Liberal Arts.

Changes in Registration

Changing a course section, adding, or dropping courses constitutes a change in registration, for which there is an appropriate form the student must fill out. Faculty should be willing to recommend alternatives and be familiar with the add/drop procedure. Students are not usually required to secure faculty signatures to add or drop a class during the add/drop period. A student who wishes to add a course after that period must first consult the instructor of the course and must then obtain the Dean's and the Provost's signatures. No courses may be added after census day (12th class day for long semesters, 4th class day for summer terms).

Dropping Courses

Students who officially drop a course after the 12th class day (4th day of classes of summer terms) and by the date stated in the class schedule (end of the tenth week of classes in the fall and the spring semesters and end of the third week during summer sessions) will receive the grade of W. The Registrar's office provides the appropriate forms. Faculty are not required to sign Drop forms and are not notified by the Registrar's Office when a student has dropped the class.

Auditing Courses

A student who wishes to audit a course must obtain an Audit form, available in the Office of the Registrar. Permission to audit a course must be granted by both the course instructor and the Dean of the College, and approved by the first day of classes. Students given permission to audit a course must be eligible to attend the University and must pay for tuition and fees like any other course. Senior citizens are exempt from paying fees.

Withdrawing from the University

A student who, during the course of the semester, finds it necessary to withdraw from the University, must file a Withdrawal Form in the Office of Admissions and Records. The deadline for withdrawing from the University is the Thursday of the last week of classes during the fall or spring semester and the day before final examinations during a summer session.

Scholastic Probation/Academic Suspension

Students on scholastic probation (see the University catalog for what constitutes probation) are allowed to register for courses at the University. Faculty Mentors should inquire about students' study habits, refer them to the Tutoring and Learning Center if necessary, and assist in scheduling a balanced load to promote better academic performance. Students placed on academic suspension are not allowed to register for one long semester and any intervening summer session after the suspension. See the University catalog for information on the appeals process.

University Requirements

Faculty Mentors should be familiar with the minimum general University requirements for a baccalaureate degree. The following is a summary, but for more information see the "Undergraduate Programs" section of the University catalog.

- Total of 124 semester hours
- 45 semester hours of upper-division credit
- 36 semester hours at this University
- 12 hours of their major in residence
- Grade point average of 2.0 on a 4 point scale in all work taken and in the major field of study at this University
- Must complete University Core Curriculum (see "University Core Curriculum Program" section of the University catalog for additional Information) or must have completed the core curriculum elsewhere to satisfy general education requirements, unless specified otherwise.
- Must satisfy foreign language and computer literacy requirement unless specified otherwise.

College of Liberal Arts Requirements

In addition to the minimum general University requirements mentioned above, all students, with the exception of those who pursue a BFA in Arts or the BM in Music, must meet the following College of Liberal Arts minimum requirements, consisting of:

- Six college level semester hours of a second language or the equivalent (BA and BS degrees only).

Please see the University catalog for more information on the Foreign Language Requirement. Contact Dr. Javier Villarreal (x 2698) for information regarding credit by examination.

Forms

Official Degree Plans

The Official Degree Plan is the student's road map for reaching academic goals. Students are required to discuss the plan with their Faculty Mentors, who affirm the major discipline's contract with the student through their signature. Students must also obtain the signatures of the Academic Advisor and the Department Chair. Faculty members should keep copies of the students' plans on file for easy reference.

Application for Incomplete Grade Notation

Students who are passing a course (ie., have successfully completed at least 75% of the work but are unable to complete a term paper, examination, or other required work for reasons beyond their control), may be given an Incomplete ("I"). The Incomplete application must be initiated by the student. The form may be obtained from the Department staff or the Office of the Dean. After student and instructor complete the form, the instructor forwards it to the department staff, who will obtain the Department Chair's signature and attach the form to the Final Grade Roster. A copy will be kept in the student's file as well as with the department.

The required course work must be completed by the last class day of the next regular semester, or any date designated by the instructor before the last class day of the following semester. The record of the change must be received by the University Registrar by the last day of the semester.

Change of Grade Form

This form is completed by the professor as soon as the student has completed all work, or in the event that a grade has been recorded incorrectly. Forms are available in the Department office.

Please note that the University's Policy and Procedures Manual states, "A change of grade may occur only if there has been an error in the computation or recording of the grade or if a change has been ordered as a result of the grade appeal process. A grade may not be changed because of consideration of work completed following the end of the grading period for which the grade was issued. The change is initiated by the instructor of record and approved by the Dean of the College of record. For such a change to be valid, it must be submitted to the University Registrar on or before the last day of the semester following the term in which the grade was originally issued, and on the form provided for that purpose."

Degree Requirement Waiver Form

This form is initiated by the Academic Advisor or the Faculty Mentor (not the student!) And is used to specify any adjustments to University, College and course requirements on the student's degree plan. Any adjustment must have an appropriate rationale and must be signed by the Academic Advisor, Department Chair, and Associate Dean. The form then becomes part of the student's permanent file.

Directed Individual Study (DIS) Proposal/Internship Proposal Forms

For descriptions of DIS's and Internships, see the undergraduate and graduate catalog. Requests to undertake a DIS or an Internship must be submitted and approved prior to on-campus registration for the semester in which the study is to occur. Note that some departments require that committees review student requests prior to registration.

Forms are available from the Academic Advisors. It is the student's responsibility to complete the form and obtain the appropriate signatures (the supervising instructor's and the Associate Dean's) prior to the deadline. The Academic Advisor will then assist the student in registering for the course.

Important Phone Numbers

The following phone numbers may be useful when referring a student to another department is necessary.

Academic Advising Transition Center	5931
Pat Hill, Coordinator	5962
Academic Testing Center	2334
Dr. Robert Wiederman, Director	5934
Admissions and Records	2624
Ms. Jerilee Milligan, Transfer Advisor	2257
Maria Fonseca, Assistant Registrar	2633
Bursar's Office	2600
Career Planning and Placement Center	2629
College of Liberal Arts	
Please see College chart	
Graduate Coordinators:	
English Dr. Sharon Talley	3264
Fine Arts Dr. Carey Rote	2372
History Dr. David Blanke	2373
MAIS Dr. David Blanke	2373
Psychology Dr. Pam Brouillard	5982
Public Administration Dr. Dan Jorgensen	3269
Studio Arts Dr. Carey Rote	2372
Academic Advisors	
Rachelle Stanley (All Graduate Students)	5896
Veronica Hays (English, Humanities)	2738
Amanda Ramirez (Art, Comm./Theatre, Music)	3173
Madeline Joy DuBose (Psychology)	2294
Nelda Walker (Social Sciences)	2286
College of Business	2655

College of Education	2662
Scott Simmons, Certification Officer	2433
Alphee Strand, Senior Academic Advisor	2645
College of Science & Technology	5777
Core Curriculum Program	2585
Carlos Huerta, Co-Director	5995
Dr. Susan Wolff Murphy, Co-Director	5755
Office of the Dean of Students	2612
Office of Financial Assistance	2338
Office of Graduate Studies	2177
Office of Student Activities	2707
Police Department	4444
Student Affairs	2612
Tutoring & Learning Center	5933
University Counseling Center	2703
Women's Center for Education and Service	2792