MEMO TO: Faculty Members

FROM: Deanne Jackson

DATE: March 7, 2014

RE: Advising Week Instructions for Fall and Summer 2014

During the period of March 17 - 21, students returning for the 2014 Fall and Summer semesters are to meet with their advisors to select courses. Freshman Engineering students will meet with their advisor March 31 – April 4. Please fill out the attached form and post it on or near your office door so that the students you advise will be able to schedule a time to meet with you. Be sure to block out any times on this schedule that you will not be available in your office.

Students can access the Schedule of Classes (available at http://registrar.mst.edu/classofferings) and pick up an Advising Agreement form along with a priority registration information sheet from the Registrar’s Office starting Tuesday, March 11.

Advisors will need to remove the Advising Hold from their advisees. This access is available in Joe’SS under the Advisement Center.

It is suggested that each undergraduate advisor become familiar with the current pass/fail regulations before attempting to enroll a student for the pass/fail grading option. The general pass/fail rules are contained on page 7 of the 2012-2014 Student Academic Regulations. The Student Academic Regulations can be found at Student Academic Regulations.

In general, undergraduates are not permitted to enroll for 400 level courses (6000 level in new numbering scheme). However, undergraduates may earn credit towards the bachelor’s degree for courses normally taken by graduate students (400 or 6000 level courses).

If any student is planning to take part of his/her last sixty hours at another college, please inform that person of the Last Sixty Hours Waiver form, and the approval needed to process this form. This form is available in the Registrar’s Office.

Please remind all degree candidates who might finish by December to notify the Registrar’s Office by Monday, September 22, of their intent to graduate.