MEMO TO: Faculty Members

FROM: Deanne Jackson

DATE: March 5, 2012

RE: Advising Week Instructions for Fall and Summer 2012

During the period of March 19 - 23, students returning for the 2012 Fall and Summer semesters are to meet with their advisors to select courses. Freshman Engineering students will meet with their advisor April 2 - 6. 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 13.

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

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 pages 12 and 13 of the 2010-2012 Student Academic Regulations.

In general, undergraduates are not permitted to enroll for 400 level courses. However, undergraduates may earn credit towards the bachelor’s degree for courses normally taken by the first year graduate students (400 level courses). Permissions will be allowed if the student is enrolled in an honors program, or has a cumulative grade point average of 3.5 or better and has the necessary prerequisite for the course to be taken.

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 September 24, of their intent to graduate.