



MEMO TO: Faculty Members
FROM: Deanne Jackson
DATE: October 9, 2018
RE: Advising Week Instructions for Spring 2019

During the period of October 22 - 26, students returning for the 2019 Spring semester are to meet with their advisors to select courses. Freshman Engineering students will meet with their advisor October 29 – November 2. 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 Thursday October 18.

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 8 and 9 of the Student Academic Regulations. The Student Academic Regulations can be found at [Student Academic Regulations](#).

In general, undergraduates are not permitted to enroll for 6000 level courses. However, undergraduates may earn credit towards the bachelor's degree for courses normally taken by the first year graduate students (5000 level courses.) Students are eligible to dual enroll when they have obtained senior status, with a minimum GPA of 3.5 if two semesters remain, or 3.0 in their final semester.

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 May to notify the Registrar's Office by Monday, February 11, 2019 of their intent to graduate.