



## PREPARING FOR SUMMER/FALL 2018 ADVISING

### 1) Check catalog year first!

- a. Catalogs expire every 7 years and if students are being advised on an old catalog, when they come to clear for graduation, their records need to be updated to a newer catalog and they may be in danger of having to take more coursework. A student cannot be awarded a degree on a catalog that no longer exists. This causes havoc for all who are involved in the graduation process.
- b. If a student is still on a current catalog, do not assume they want to be on a newer one if things have changed (core, major requirements, minor requirements, etc.)
- c. **Always check the catalog** that the student is listed under prior to advising. Remember, not all catalogs are the same. This will ensure that students are getting accurate information.
- d. If a question arises, you can access all catalogs at the following website:

<http://catalog.utep.edu/archive/>

- 2) Make sure they have a declared major and minor.
- 3) Please make sure to send students to their minor department for advising if there are questions specific to that area of the degree plan (especially if the minor is outside of the college).

**Note:** Please keep in mind that students may follow any catalog they desire, provided it is a valid catalog; however, they must be made aware that the requirements may change from catalog to catalog.

- 4) If core courses are unfulfilled, advise students to finish out their core, especially their Math and Sciences.
- 4) Remind students that their foreign language requirements should also be done early, as these courses could potentially delay their graduation. (Please refer student to the language department if there is a concern over which courses will count).
- 5) If students are graduating soon, remind them that they will need the following to graduate:
  - a. 120 hours
  - b. 45 hours of upper division credit (unless the student is in the Fine Arts or BS in PSYC)
  - c. 18 hours of block electives per block elective rule for their specific major if their degree calls for block (Reminder-courses in student's major or minor do not count here).
  - d. ESOL 2303 if they are ESOL students – HINT: If you see other ESOL courses on their degree plan or in the system, then the student is on the ESOL track.
  - e. 2.0 GPA's in their cumulative, major and minor G.P.A.'s
- 6) If you notice that a student has an incomplete, remind them that they need to complete the work by the due date set by the professor or the "I" will turn into an "F" and affect their GPA.
- 7) If you notice that a student has an "N" on their degree plan, please advise them to seek assistance with the department where the course is housed because this will also create issues.
- 8) After each session, don't forget to release the student's hold.
- 9) Alert students to other holds on their record that could prevent them from registering.

If you are going to be gone at any time during advising times, please ensure that you have a backup plan. Should you require assistance, please inform the C.L.A.S.S. Center office (as a courtesy), as early as possible, as our office has limited availability due to full calendars, workshops, events, orientations, etc.

Thank you.

**HAVE A GREAT REST OF THE SEMESTER AND HAPPY ADVISING!**