New Advisor Orientation

Fall 2014

Presented by:

Janet Wilbert
Brandy Cartmell
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- General “need to know” information about student advising
- What you should know prior to advising beginning
- What you should know and do during advising
- What you should know after advising
- Who to contact. Important names, email addresses and phone numbers
GENERAL “NEED TO KNOW” INFORMATION

What you should know prior to advising beginning

- Advising Mission
- Outcome of Advising
- Characteristics of a Good Advisor - (2 slides)
- Being Accessible
- Family Educational Rights & Privacy Act (FERPA) – (2 slides)
- Student Success and Mentoring Center
- Office of Disabilities
- SOAR Reminders

- High School Requirements
- Academic Entrance Deficiencies
- Mandatory Placement and Placement through testing – (2 slides)
- Conditional Admission
- General Requirements for a Bachelor’s Degree – (3 slides)
- Physical Activity Classes
- International Students
- Transfer students
- Academic Overload
- Academic Standing

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By helping students select activities and pursue opportunities which allow them to progress efficiently through their major and consider their personal and professional goals, academic advising at UT Martin allows advisors and advisees to intentionally build a relationship that develops an educational plan, explores career options, and empowers life-long decision making.
Programmatic & Specific Outcomes of Advising

**Programmatic Outcomes** (Desired Student Learning Outcomes from CAS Standards)
Academic Advising Programs at UT-Martin will

✓ Fosters Intellectual Growth
✓ Assist Students in Setting Personal and Educational Goals
✓ Develop Skills of Realistic Self-Appraisal
✓ Investigate Career Awareness
✓ Develop Independence

**Specific Outcomes**
Through Academic Advising

✓ Students will know how to develop an effective educational plan
✓ Students will gain awareness (or identify) career and post-graduate opportunities
✓ Advisors will foster students’ academic and interest potential
Characteristics of a Good advisor

✓ Provides accurate information about requirements, prerequisites, etc.

✓ Helps advisee to identify obstacles that must be overcome in reaching educational goals

✓ Helps match advisee’s interests and abilities with course selection

✓ Refers advisee to other sources for assistance

✓ Encourages active role in planning academic program

✓ Encourages advisee to discuss self and college experiences

✓ Helps exploration of careers in advisee’s field of interest
Characteristics of a Good advisor

✓ **Can guide** a student through the professional preparation process

✓ Professional memberships

✓ Attendance at conferences

✓ Application to graduate school

✓ Career related experience

✓ **When addressing** the student who seeks constant guidance

✓ Empower them with the skills and abilities to find the answers themselves and then validate their efforts

✓ Be attentive to their needs without becoming a crutch or having the student dominate your time

✓ Refer when necessary
Be accessible

• If you are going to be away for an extended amount of time (conferences, holidays, summer, so on) set your “out of office” greeting. This lets students know what to do if you are not available.

• If you go here [http://www.utm.edu/departments/telecom/PH/vm/index.php](http://www.utm.edu/departments/telecom/PH/vm/index.php) you can see our services. Click on voice mail to find out about that. If you want your voice mail to go to email click on Unified messaging.

• Also, there are instructions in our campus phone directory. They are located after the student handbook section (blue section).

• You do have to pay a small fee for these things. $2.00 per month for voice mail (usually paid by the department) and if you want your voice mail to go to email there is a one time charge of $85. (Don’t order this without approval)
Family Educational Rights & privacy Act (FERPA)

Directory Information

✓ Items that the university may disclose without prior written consent

✓ Confidential directory information

  Directory information marked confidential if the Registrar receives written notification from the student prior to the 14th day of the Semester

✓ Solomon Amendment Compliance

Go to FERPA – Slide 2
Family Educational Rights & privacy Act (FERPA)

Directory Information Items Include

- ✓ Name
- ✓ Address
- ✓ Phone
- ✓ Major
- ✓ Classification
- ✓ Date and place of birth
- ✓ Participation in officially recognized activities & sports
- ✓ Weight & Height of Members of Athletic Teams
- ✓ Dates of Attendance
- ✓ Degrees and Awards Received
- ✓ Most Recent Previous School Attended
- ✓ Photograph
- ✓ Email Address
### Student success and mentoring center

#### Resources Include

- ✓ Study skills counseling
- ✓ Tutoring
- ✓ Resource laboratories (Math, reading, writing, etc.)
- ✓ Supplemental Instruction
- ✓ Learning style inventories
- ✓ Career employment services
- ✓ Transfer student support services
- ✓ Testing services
- ✓ Conditional admission program
- ✓ Learning to establish academic priorities (LEAP) program
- ✓ Office of disability services
- ✓ First-year initiative (FYI) program
- ✓ General studies courses
- ✓ National Student Exchange (NSE) program
- ✓ Skyhawk Parent Association (SPA)
Office of disabilities

✓ For additional information on services to students with disabilities, call the coordinator of disability services

✓ It is the policy of the university to provide reasonable accommodations (academic adjustments and auxiliary aids) to assist students with disabilities in negotiating the university system

✓ The Office of Disabilities serves students with learning disabilities and ADD
SOAR Reminders

✓ Honors Placement and required Honors courses

✓ Foreign Language Placement (http://www.utm.edu/departments/modlang/placement_exam/)
  ✓ 111 to 122 to 222 OR
  ✓ 115 to 122 to 222

✓ Prior Learning credit (See University Catalog-Admissions for more detail)
  ✓ College Level Examination Program (CLEP)
  ✓ Defense Activity for Nontraditional Education Support (Dantes)
  ✓ American Council on Education (ACE)
  ✓ Advanced Placement (AP)
  ✓ International Baccalaureate (IB)
  ✓ Proficiency Examination
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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 units (Algebra I &amp; II, Geometry, 1 higher level math course)</td>
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<tr>
<td>Natural/Physical Sciences</td>
<td>3 units (Biology, Chemistry or Physics, 1 additional lab course)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1 unit</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1 unit (World or European History, or World geography. May be fulfilled by completing 2 one-half units)</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>2 units in same language</td>
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<tr>
<td>Visual/Performing Arts</td>
<td>1 unit (theatre arts, visual arts, music theory, music history, vocal music, general music, instrumental music, or art history)</td>
</tr>
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</table>

*Waived for resident aliens if it is determined that English is their second language*
If there are deficiencies they will display at the bottom of the CAPP report.

Clicking on the word “details” allows you to see the high school coursework of the student.
Academic Entrance deficiencies

✓ Applicants from high schools that did not offer the course(s) needed to fulfill one or more entrance requirements may be admitted but must remove any deficiencies beginning with the first semester enrolled and each succeeding semester until all deficiencies are removed.

✓ All deficiencies must be removed during the first two academic years of study or 60 semester hours (whichever comes first).

✓ Go to [http://www.utm.edu/departments/registrar/forms/](http://www.utm.edu/departments/registrar/forms/) to fill out the deficiency form. (username and password is “utm”)

✓ Applicants who graduated from high school three or more years ago are exempt.
Placement and Advising Freshmen

Placement Areas Considered

✓ Chemistry
✓ English
✓ Mathematics
✓ Reading
✓ Foreign Language

Go to Placement – Slide 2
Mandatory placement

Students with ACT composite scores less than 21

✓ Required to enroll in the following courses continually until satisfactory completion is achieved if placement results show they need:

✓ English 100/110
✓ Mathematics 100/110
✓ Reading 100

Students without ACT scores

✓ Must take the university's placement tests in English, mathematics, and reading
✓ Must follow placement result recommendations

Mandatory Placement holds are “information only” and will not restrict registration
### Mandatory placement

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<td>Required Minimum GPA:</td>
<td>2.00</td>
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<td>Transfer UD hrs used:</td>
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<table>
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<td>Total Hours Earned:</td>
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<table>
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<td>of 0 Required</td>
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<td>Actual Overall GPA:</td>
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<td>UD-Hrs used:</td>
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<tr>
<td>(**% currently 100% from UTM)</td>
<td>42 required for degree</td>
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<tr>
<td>(For additional UD hrs see unused)</td>
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**Student Catalog**  
Grad Date: 999999

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### SOATEST - Test Score Information

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<th>DESCRIPTION</th>
<th>SIGNED-TAKEN SCORE INSTRUMENT</th>
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<tr>
<td>A01</td>
<td>ACT English</td>
<td>01-MAR-12 22</td>
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<td>A02</td>
<td>ACT Math</td>
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<td>A03</td>
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<td>A04</td>
<td>ACT Science Reasoning</td>
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<tr>
<td>A05</td>
<td>ACT Composite</td>
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</table>

**Test Information**  
Date Run: 30-SEP-14
Conditional admissions

✓ A limited number of applicants who do not meet regular admission requirements will be considered for admission

✓ Student must provide additional documentation to Office of Admissions to be considered

✓ Applications are reviewed on an individual basis

✓ Students must take placement tests prior to freshman registration and will be placed in specific English, mathematics, and/or reading courses if appropriate
To receive a bachelor's degree from The University of Tennessee at Martin, a student must complete all of the requirements listed below:

- General Education Requirements
- Major and/or Minor Curricular Requirements
- Senior Testing (POST-COMP and departmental assessment)
- Grade-Point Averages
- Residency
- Fees
- American History Requirement
General education requirements

General Education Categories

✓ Biological and Physical Systems: 8 Credit Hours
✓ Communication: 9-10 Credit Hours
✓ Fine Arts (Aesthetics): 3 Credit Hours
✓ Humanities: 9 Credit Hours
✓ Mathematics: 3 Credit Hours
✓ Social and Behavioral Sciences: 6 Credit Hours

Total General Education: 38-39 Credit Hours
English Composition

Writing Skills and English Composition

The University of Tennessee at Martin believes that writing skills are an important key to academic success.

All students are expected to:

✓ Enroll each semester (with the exception of summer term) in the appropriate English composition course as determined by the placement test

✓ Remain enrolled each semester in the appropriate course (English 100, 110, 111, or 112) until the student has successfully completed English 112 or its equivalent

All students must:

✓ Complete English 112 within the first 60 hours with a grade of C or better or registration restrictions will be imposed
Physical Activity (PACT) Courses

✓ **Maximum of EIGHT semester hours** of PACT courses may count toward graduation

✓ **Only TWO** PACT courses may be taken during any given semester
International students

English for International Students

✓ Required to enroll in the following courses continually until satisfactory completion is achieved in

✓ English 100, 110, 112; or

✓ English 111 and 112
Transfer students

Degree Requirements
✓ Minimum of 60 semester hours of the degree requirements must be completed from an accredited four-year school
✓ 25% of the degree requirements must be taken at UTM
✓ Maximum of 9 upper division hours may be transferred into UTM (additional hours require Undergraduate Council approval)

Honors Graduation
✓ Minimum of 60 semester hours (at least 4 semesters) in the University of Tennessee system and meet appropriate GPA requirements
✓ See Honors Categories slide for additional information

Transfer Equivalency Tables are available on the Academic Records website
Transfer students

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<th>Jackson State</th>
<th>UTM</th>
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<td>ACCT 201</td>
<td>CISP 1010</td>
<td>CSCI 221</td>
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<td>ACCT 1020</td>
<td>ACCT 202</td>
<td>CRMJ 1010</td>
<td>CJ 200#</td>
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<tr>
<td>AGR 102</td>
<td>ANSC 210</td>
<td>ECON 2010</td>
<td>ECON 201</td>
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<td>NRM 100</td>
<td>ECON 2020</td>
<td>ECON 202</td>
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<td>AGR 141</td>
<td>PLSC 205</td>
<td>EDU 201</td>
<td>TCED 301</td>
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<td>AGEC 110</td>
<td>EDU 2100</td>
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<td>ENGL 111</td>
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<td>SOIL 210</td>
<td>ENGL 1020</td>
<td>ENGL 112</td>
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<td>ENGL 260</td>
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<td>ART 250</td>
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<td>ART 132</td>
<td>ART 350</td>
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<td>ART 151</td>
<td>ART 200</td>
<td>ENGL 2210</td>
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<td>ENGL 2310</td>
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<td>ART 110</td>
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<td>ARTH 210</td>
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<td>FREN 111</td>
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<td>ARTP 1020</td>
<td>ART 150</td>
<td>HIST 1110</td>
<td>HIST 121</td>
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</tbody>
</table>
Academic overload

Maximum enrollment

Students in good academic standing: Academically Eligible

✓ Fall and spring semesters – 20 credit hours (with advisor’s approval)

✓ Summer term – 9 credit hours per summer term; 6 credit hours for Maymester (with advisor’s approval)

✓ Dean’s approval must be obtained to register for credit hours in excess of the maximum

Probationary students: Academically Eligible—Warning

✓ Fall and spring semesters – 16 credit hours per semester

✓ Summer term – 8 credit hours per summer term (with their advisor’s approval)

✓ Dean’s approval must be obtained in order to register for a larger number of credit hours
Academic Continuation (Standing)

**Academic standards of performance**

Established to ensure satisfactory progress toward a degree.

Form the basis for the following academic classifications:

- ✓ Academically Eligible—Cumulative GPA at or above a 2.00
- ✓ Academically Eligible—Warning: Cumulative GPA below a 2.00
- ✓ Academically Ineligible—Both Cumulative and term GPA below a 2.00 for more than one semester
What you should do prior to advising

- Review the CAPP report or departmental check sheet. (The printed or online catalog is the most accurate) (2 slides)
- Remove advisor holds and make note of any other holds that will prevent the student from registering. (2 slides)
- Review 4-year plan, check available catalogs, sometimes newer catalogs are more appropriate for a student
- Check program requirements of Majors, Minors, Concentrations (emphasis), Certifications
- Check/advise for the POST COMP test after the student has completed 100 hours.
- Run reports
Curriculum, Advising, and Program Planning (CaPP)

### The University of Tennessee at Martin
**Official Checksheet for Program: 2416-BA**
B.A. Communications Major (Public Relations Sequence) as defined on page 253 of Catalog: 2011-2012
4620 - Minor: Marketing

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID: 960</th>
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<tbody>
<tr>
<td>Student Degree Record Status</td>
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<tr>
<td>Prog: 2416-BA - Intent to Graduate Appl Recd</td>
<td>Advisor: Communications, General Ad</td>
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</tbody>
</table>

#### Student Degree Record Status

**Satisfactory Progress**

- **BA Fine Arts (Aesthetics): 8 of 15 Hrs - Area A Met**
  - Requirement: Select 3 credits from each of two different areas: 1. JARTH 210 or 211 2. (DANC 101) 3. (MUS 111 or 112) 4. (THEA 110 or 112)
  - Satis. 110 110
  - THEA 110

- **BA Biology/Musical Systems 6 of 8 Hrs - Area B Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ASTR 201-202, BISK 110 or 112, CHEM 111-112 or 211-212, GEOG 110-120, PHYS 101-102 or PHYS 211-212 (without or without PHYS 212-213)
  - Satis. 110 110
  - BIOL 110 Intro Cell Bldng

- **BA University Writing Communication 9 of 9 Hrs - Area C Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 111, ENGL 112, BIOL 110, or BIOL 112
  - Satis. 110 110
  - BIOL 120 Intro to Animal Biol

- **BA General Humanities Part A: 12 of 15 Hrs - Area D Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 401, ENGL 411, or ENGL 412
  - Satis. 110 110
  - COMM 230 Public Speaking

- **BA General Humanities Part B: 15 of 18 Hrs - Area E Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 101, ENGL 102, or ENGL 103
  - Satis. 110 110
  - BIOL 120 Intro to Animal Biol

- **BA General Humanities Part C: 27 of 30 Hrs - Area F Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 101, ENGL 102, or ENGL 103
  - Satis. 110 110
  - COMM 401 Practicum

- **BA General Humanities Part D: 30 of 33 Hrs - Area G Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 101, ENGL 102, or ENGL 103
  - Satis. 110 110
  - COMM 402 Senior Seminar

- **BA General Humanities Part E: 33 of 36 Hrs - Area H Met**
  - Requirement: Complete one sequence outside the major (Bmin) from ENGL 101, ENGL 102, or ENGL 103
  - Satis. 110 110
  - COMM 403 Practicum

### Notes
- **Class completed**
- **Class in progress**
- **Missing class**
### Curriculum, Advising, and Program Planning (CaPP)

#### 30 hour SACS requirement
- **Total Hours Required:** 120
- **Degree Hours Earned:** 114.00
- **Required Minimum GPA:** 2.00
- **Most hrs used:** 30 hrs in HPER
- **Transfer UD hrs used:** 0

#### Degree hours/ hours completed
- **Total Hours Required:** 120
- **Total Hours Earned:** 114.00
- **Check Last 30 GPA:**
- **Check Liberal Arts/Sci:** Check lottery scholarship GPA

#### Check quality points for graduation

#### Unused hours (still in overall GPA)

#### Entrance Deficiencies

#### Senior testing verification

#### Other Non-Course Requirements (Details)

#### Unused Classes

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<th>SUBJECT</th>
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#### Deficiencies (Details)

- **RELEASE: 4.0.0**
Holds

✓ Advisors must remove the advisor hold so that a student can register. The advisor hold goes back on to the record automatically to keep the student from add/dropping classes without the advisor knowing.
✓ There are various holds that are placed on a students record. Some holds prevent the student from registering for classes.
  ✓ Address verification
  ✓ Delinquent charges
  ✓ Senior testing
  ✓ Graduation verification
  ✓ Disciplinary
✓ The Academic Records website has a link (below) that describes the various holds and who to contact to get them removed.
(By clicking this link you will leave this powerpoint presentation http://www.utm.edu/departments/registrar/_pdfs/holdtable.pdf)
Student Holds

**Common Holds**
- ✓ Advisor
- ✓ Address Verification
- ✓ Delinquent Charges
- ✓ Disciplinary
- ✓ Entrance Deficiency
- ✓ Full-Time Enrollment
- ✓ Immunization
- ✓ Mandatory Placement
- ✓ Graduation
- ✓ Must Reapply

### Hold Table with Contact Information

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<th>CODE</th>
<th>LONG NAME</th>
<th>REGISTRATION</th>
<th>TRANSCRIPT</th>
<th>GRADES</th>
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<th>ENROLL/VERIFICATION</th>
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<td></td>
<td></td>
<td></td>
<td>881-7020</td>
</tr>
</tbody>
</table>
Academic plans

- Review 4-year plan with the student, make graduation projections if the student stays on schedule
- Check available catalogs, sometimes newer catalogs are more appropriate for a student
- Know when a student should be preparing for an internship, applying to graduate school or other major event that you could assist with
Check program requirements

Check program requirements of Majors, Minors, Concentrations (emphasis), Certifications

Bachelor of Science General Education Requirements

Graduation Requirements

• Minimum credits required for graduation: 120
• Minimum credits in upper-division courses: 42
• Maximum credits in any one subject counted toward graduation: 50

Bachelor of Arts General Education Requirements

Graduation Requirements

• Minimum credits required for graduation: 120
• Minimum credits in upper-division courses: 36
• Maximum credits in any one subject counted toward graduation: 50

Note: Certain majors may require students to complete a minor

Complete requirements for a major

Complete requirements for a minor
Senior testing

✓ Check/advise for the POST COMP test after the student has completed 100 hours. This is taken in the Student Success and Mentoring Center.

✓ Take the POST COMP (General Education exam) and a departmental assessment in the student’s major field. In order for the university to assess and improve its academic programs, periodic measurements of students’ intellectual growth must be obtained. As a requirement for graduation, therefore, every senior shall take a test which measures general education knowledge and skills and a test when.

Below the GPA on the CAPP report this box will appear as the student either clears the hold for senior testing or takes the test. The “test information link can be clicked on to see the details.

<table>
<thead>
<tr>
<th>Test</th>
<th>Signed</th>
<th>Code</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>26-AUG-13</td>
<td>3:Taken</td>
<td></td>
<td>00/00/00</td>
<td>:</td>
</tr>
<tr>
<td>ZNTE</td>
<td>07-APR-14</td>
<td>3:Taken</td>
<td></td>
<td>00/00/00</td>
<td>:</td>
</tr>
</tbody>
</table>

Date Run: 11-APR-14
Run reports

**Faculty Services**

External Links (will open in a new browser window or tab):
- Student Ad Hoc Alert (Online Form)

Student Menu (register, remove holds, etc)
Advisor Menu (run CAPP, view transcript, etc)
Term Selection
CRN Selection
Look Up UTM Photos
Dynamic Class Lookup
Look Up Classes to Add (Student View)
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Mid Term Grades
Final Grades
Online Grade Change
Department Scholarship Selection and Awarding
Online Evaluation Results
How to complete an online class evaluation
UTM Web Reports
UTM Enterprise Reporting
Online Evaluation Results (Dean/Chair)

**Release: 8.0.0**

**UTM Enterprise Reporting**

Student Advisor Review Report (Enrolled) By Advisor
Student Advisor List (Enrolled) By Advisor
Student Advisor Review (Enrolled) Report By Student
Student Advisor List (Effective Term) By Advisor
Student List (Enrolled) by CRN or Subj/Crse
Student List (Enrolled) by Term and Program with optional enrollment comparison
Student List (Enrolled) by Term and Program Using Wildcard Search
Student List (Enrolled) by Term and Major
Scholarship Information Sheet for Departments
Scholarship Applicants by Departments
Soar Review for Advising
Soar Review for Advising by Student ID
Soar Review for Advising By Program

**Release: 8.0.0**
WHAT YOU SHOULD DO DURING ADVISING

✓ Get to know your student
✓ What do they plan to do with this degree?
  ✓ Review career plans and options
  ✓ Professional engagement
  ✓ Preparation for graduate school
  ✓ “Plan B”
✓ Review academic progress and holds with student
✓ Is student on a WIA or Military academic plan
✓ Student Special requests
✓ Appeals
✓ Maintain scholarships
✓ Adding/dropping courses (3 slides)
Get to know your student

✓ Get to know your student
  ✓ Are they first generation?
  ✓ Where is their home town?
  ✓ What classes did they take in high school that will help them in this program
  ✓ What got them interested in this career path?
  ✓ Do they live on campus or off?
  ✓ Do they work?
  ✓ What might be some distractions to their success
✓ What do they plan to do with this degree?
  ✓ Is the student progressing through the program successfully?
Career plans and development

✓ Review with the student his or her career plans.
  ✓ Are they still the same?
  ✓ Are there some options the student doesn’t know about?
  ✓ Is the student maintaining the necessary GPA and course grades?
✓ Is the student engaging in his or her profession?
  ✓ Is he or she a member of the professional organization?
  ✓ Is he or she attending conferences/seminars when ever possible?
  ✓ Is he or she seeking student leadership opportunities in the profession or professional organization?
✓ Will he or she have to go to graduate school?
  ✓ Is he or she on track for completing the prerequisites for applying to graduate school?
✓ What is “Plan B” if plan A falls through?
Academic progress

✓ Review academic progress and holds with student
✓ Recommend that the student utilize the Writing Lab, tutors, SI, or Math lab
✓ 8 semesters at 15 hours/semester equals graduation in 4 years. Discuss adding/dropping classes with the student. There is a $25 fee for late add/drop.
✓ Maintain scholarships is dependent on GPA and sometimes other criteria. At a minimum know what the student has received and the expectations of the awards
✓ Student Special requests for degree appeals are most easily completed while the student is in the office.
WIA and Military paid tuition

✓ Workforce Investment Act (WIA) – Sponsored educational programs where tuition and fees are paid for through this workforce development program. Once the academic program is submitted the student cannot vary from the program.

✓ Military educational benefits – these benefits often work the same as WIA and the student must submit an academic program and then follow the program. Any variation requires approval.
Student Special Requests

**Special Request Form**

- Used for individual student petitions concerning deviation from degree requirements
- Prepared in consultation with student's advisor
- Submitted to student's department and college degrees committee
- Student Special requests that involve University-wide content must be approved through Undergraduate Council
- All requests are subject to approval
- Students will be notified once a decision has been made
- Forms are available online through the Faculty Senate website
Degree Appeals (Special Requests)

Outcomes

College Degrees Committee

✓ Approved → request form forwarded to Registrar (undergraduate) or Office of Graduate Studies (graduate)

✓ Denied → may be resubmitted to the committee for a second and final judgment

Undergraduate/Graduate Council

✓ Must also act on exceptions to university degree requirements after receiving approval from the college committee

✓ Approved → degree plan changed

✓ Denied → May not be resubmitted to the council

Alleged procedural violations may be appealed to the vice chancellor for academic affairs
Adding courses

✓ All course adds and/or changes require permission of the student’s faculty advisor and the registrar.

✓ Students may not add courses after the first 5 days of classes during the regular semester (fall and spring).

✓ All adds not done online must be processed by the Office of Academic Records in order to be official.

✓ Be aware that some courses carry additional fees.
Dropping or Withdrawing from courses

✓ After the first week, all course drops or changes require permission of the student's faculty advisor and the registrar.

✓ Failure to attend the classes to which the student has been assigned by the faculty advisor will cause the student to receive the grade of F.

✓ Students may not drop their last class without processing “Withdrawal From School” paperwork available on Banner Self-Service in Student Services, Registration, Withdrawal Application from UTM.

✓ All official withdrawals from the university are processed by the Office of Academic Records.

✓ Failure to complete the official withdrawal process will result in grades of F in all classes enrolled.

✓ Drops or withdrawals completed before the end of 1st week of class leave no record of enrollment.

✓ Drops or withdrawals completed during weeks 2-8 of the semester result in W grade(s).

✓ Students may not drop or withdraw from a course simply to avoid a poor grade (after the 8th week of the semester).
Dropping or Withdrawing after the deadline

**After First Eight Weeks of Semester**

- Withdrawals are not permitted after the first eight weeks of a semester unless it can be clearly demonstrated that one of the following exists:
  - Serious illness or injury of the student as verified by Student Health Services or private physician
  - Serious personal or family problems as verified by a minister, physician, or other appropriate professional
  - Necessary change in work schedule which conflicts with the class being dropped, as verified by the student’s employer submitted in writing on company letterhead
<table>
<thead>
<tr>
<th>WHAT YOU SHOULD DO AFTER ADVISING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Maintain scholarships (2 slides)</td>
</tr>
<tr>
<td>✓ Honor Categories (2 slides)</td>
</tr>
<tr>
<td>✓ Transfer Student Appeals</td>
</tr>
<tr>
<td>✓ Repeating Courses</td>
</tr>
<tr>
<td>✓ Grade Appeals</td>
</tr>
<tr>
<td>✓ Changing Majors</td>
</tr>
<tr>
<td>✓ Second Bachelor’s Degree</td>
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<tr>
<td>✓ Double Majors</td>
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<tr>
<td>✓ Minors</td>
</tr>
<tr>
<td>✓ Alerts</td>
</tr>
<tr>
<td>✓ Important Dates</td>
</tr>
<tr>
<td>✓ Registration Times</td>
</tr>
<tr>
<td>✓ Banner Reports</td>
</tr>
</tbody>
</table>
Grade Point Averages (GPA)

**Students must**

- Maintain a cumulative grade point average of at least 2.00 on all college work attempted at all institutions attended

- Maintain a grade point average of at least 2.00 on all work attempted at The University of Tennessee

- Many majors require a minimum GPA in all courses taken in the major (refer to catalog for specifics)
Lottery Scholarship

Seek Advice from Student Financial Aid and Scholarships
✓ All grades taken after high school count when calculating the Lottery GPA
✓ Students may not drop below full-time without seeking permission first, or lose Lottery scholarship
✓ Lottery GPA is verified at 24, 48, 72, and 96 attempted hours
✓ Students must have at least a 2.75 GPA at the 24-hour benchmark
✓ Students must have at least a 2.75 GPA at the 48-hour benchmark
✓ Students must have at least a 3.00 GPA at the 72-hour benchmark
✓ Students must have at least a 3.00 GPA at the 96-hour benchmark
✓ Students have 120 attempted hours to complete their degree and maintain the Lottery scholarship
✓ Engineering and Nursing degrees require 128 hours
Lottery Scholarship

Total Hours Required: 120
Degree hrs Earned at UT Martin: 43 of 30
Required Minimum GPA: 2.00
Most hrs used: 9 hrs in ENGL
Transfer UD hrs used: 0

*** Degree Hours: 55
Total hours earned: 40 UD
Check Last 30 GPA
Check Liberal Arts/SoSci
Check Lottery Info

*** Total: 65
Last Earned at UT Martin: Required
Actual Overall GPA: 2.57
UD-Hrs used: 3
(**** Currently 100% from UT Martin
of 42 required for degree
(for additional UD hrs see unused)

(Below is what the “check lottery info” link displays)

Tennessee Lottery Scholarship (TLS) Information

All information on this page is subject to correction.
Faculty access to the following student lottery information is provided for advising purposes.
The status of your Tennessee Lottery Scholarship (TLS) is based upon eligibility criteria related to your academic progress (GPA), hours attempted, and enrollment status.
Visit the TSAC lottery page for additional details.
The reason for any termination(s) of lottery scholarship fund(s) follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Fund</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 05, 2014</td>
<td>TN Lottery Scholarship</td>
<td>Insufficient lottery GPA</td>
</tr>
</tbody>
</table>

The following detail(s) display your Lottery GPA and Attempted Hours calculated each term.
Lottery GPA Hours, Attempted Hours, and Quality Points are cumulative through each particular term.

<table>
<thead>
<tr>
<th>Term</th>
<th>Date/Time Calculated</th>
<th>Lottery GPA</th>
<th>GPA Hours</th>
<th>Attempted</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>Dec 17, 2013 at 10:56 AM</td>
<td>2.33</td>
<td>UTM: 13.00 Transfer: .00 Total: 15.00</td>
<td>UTM: 15.00 Transfer: .00 Total: 15.00</td>
<td>UTM: 35.00 Transfer: .00 Total: 35.00</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>May 05, 2014 at 04:23 PM</td>
<td>1.77</td>
<td>UTM: 30.00 Transfer: .00 Total: 30.00</td>
<td>UTM: 30.00 Transfer: .00 Total: 30.00</td>
<td>UTM: 53.00 Transfer: .00 Total: 53.00</td>
</tr>
</tbody>
</table>

For TLS-related forms, including the acknowledgement form as well as appeal forms, please see the Financial Aid Forms menu.

RELEASE: 6.0.0
Honor categories

University Honor Roll

Recognition given to students who complete a semester’s work with:

✓ Honors          3.2 through 3.49
✓ High Honors     3.5 through 3.79
✓ Highest Honors  3.8 through 4.0

To be eligible for the university honor roll, a student must have carried 12 or more academic hours, not counting work taken for pass-fail credit.
Honor categories

Honors Graduation

The diplomas of graduating seniors show honors categories based on the following scale:

- ✓ Cum Laude 3.2 through 3.49
- ✓ Magna Cum Laude 3.5 through 3.79
- ✓ Summa Cum Laude 3.8 through 4.0

To qualify for one of these honors categories, a student must complete at least four semesters (60 semester hours minimum) in The University of Tennessee system. These honors categories are based on a student’s cumulative average at the end of the semester preceding the graduation semester for the purpose of the ceremony. (Students transferring work from other colleges or universities must qualify on both their cumulative average and the University of Tennessee at Martin average. The honors designation is based upon the lower of the two averages.) Honors for the diploma and transcript will be calculated after the final semester’s grades are calculated into the averages.
Transfer student Appeals

Student appeals of evaluation of any transferred courses

✓ Contact the registrar to request reevaluation of those courses

✓ Students may be asked to provide copy of course description and syllabus from the original institution

✓ Registrar may consult department chair for involved discipline regarding the final designation of the course

✓ Further appeal of results of transfer evaluation should follow the Degree Appeals (Special Request) process
Repeating Courses

✓ A student may repeat a course in which he/she had earned a grade of D or F

✓ Beginning summer 1999 when a course is repeated only the last grade* earned will be counted in
  ✓ Computing the grade point average
  ✓ Fulfilling requirements for a degree

✓ A student who had earned A or B in a course will be allowed to re-enroll in that course only as an auditor with approval from the Office of Academic Affairs

✓ A student who had earned a C in a course may re-enroll in that course with advisor approval

*This rule does not pertain when calculating the GPA for HOPE Lottery eligibility
Grade Appeals

✓ Available for students who wish to appeal a grade that is alleged to be lower than that academically earned

✓ The student:
  ✓ Must initiate the process within the first three weeks of the next semester
  ✓ Shall first discuss the matter with the teacher involved to see if some error or misunderstanding can be resolved between them
  ✓ May take the matter to the department chair if agreement cannot be reached

✓ See the Student Handbook for detailed information
Changing majors

✓ Through consultation with an advisor a student may decide to change his or her major
✓ The student, after meeting with his or her advisor or department chair can initiate the required form to be filled out
✓ The form must be signed by the department the student is leaving and the department that is receiving the student
✓ Once all signatures are in place, the form goes to the academic records office
✓ When available, this process can be done electronically
SECOND BACHELOR’S DEGREE IN DIFFERENT MAJOR

A student who holds a bachelor's degree may receive a second bachelor's degree from The University of Tennessee at Martin by satisfying the following requirements:

✓ Meet all requirements for both degrees; including minor if required
✓ Complete at least 30 semester hours beyond the total hours required for the first bachelor's degree
Double Majors

A student who wishes to complete a double major from The University of Tennessee at Martin may do so by satisfying the following requirements:

- ✓ Meet all requirements for both degrees; a minor is not allowed with a double major
- ✓ Both degrees must be completed in the same semester
- ✓ Both degrees must be completed from the same catalog year
- ✓ Both degrees must be in the same degree type
  - ✓ BA and BA
  - ✓ BS and BS
  - ✓ BA ≠ BS
Minors

Notes about Minors

✓ For students seeking additional Bachelor’s degrees where a minor is required, students may not use the same minor for more than one degree

✓ In programs that allow double majors, the second major can be completed in place of the required minor. Students cannot have a double major and a minor

✓ Double minors are not allowed in any degree program. Not all programs allow double majors

✓ Not all programs allow minors

✓ All major and/or minor requirements must be completed using the same catalog
Alerts

**Academic/ Attendance Alerts**

✓ Through Banner each faculty is encouraged the report “alerts” regarding student progress in his or her classes.

✓ Alerts can be posted at any time

✓ Alerts can be due to attendance or academic deficiency

✓ Alerts go to the faculty advisor and student
Important Dates

From the Registrar

✓ Advising and Registration
✓ Classes Begin & Classes End
✓ Administrative Drop dates
✓ Add/Drop Deadlines
✓ Mid-Terms Due
✓ Study Days
✓ Finals
✓ Commencement

See Office of Academic Records Web Page for More Details
Registration Times

Students will receive a personalized email with their registration date and time

✓ Remind students to check their UT Martin email daily (UTM’s official form of communication)

✓ Based on the student’s earned hours

✓ Complete listing of dates and times found in the online schedule (Banner) or a hardcopy of the schedule is available on the Registrar’s website

✓ Advising appointment time is determined by the advisor and/or department of major
Banner Self-Service

Banner Web Reports

- List of Student Email Only by CRN
- Find Students for CAPP by Major/Conc/Minor
- Find students for CAPP by Name
- Advisees by Advisor (Enrolled)
- Advisees by Advisor (No Academic History)
- Advisees by Advisor (With Academic History)
- Advisees by Advisor (With or Without Academic History)
- Advisees by Advisor (Without Academic History)
- Courses with All Meeting Times
- Courses with All Meeting Times for Site
- EVEA Exceptions for Given Enrollment Term (Concurrent, EVEA Exceptions for Given Enrollment Term (w/o Concur
- Enrollments (for given subject) with low prereq grade
- Enrollments (for given subject) with prereq same term
- Faculty Schedule by ID All Meeting Times Any Single Ten
- Faculty Schedule by ID All Meeting Times Given Term For
- Graduates of given Program, Range of Graduation, and Immu
- Immunization Exceptions for Given Term
- MFL Lab Reservations by Date and Time
- MFL Lab Reservations by Instructor and Class
- Student Schedule by ID
- Student Schedule by ID with All Meeting Times
- Courses and Enrollments by College or Department
- Courses and Enrollments by Site
- Class Roster with Email by CRN
- Class Roster with Email by Instructor
- Mid Term and Final Grades by ID
- Mid Term and Final Grades by Instructor or CRN
- Mid Term and Final Grades for a given Subject Dept
- Mid Term and Final Grades for all Instructors in a Department
- Mid Term and Final Grades for all of an Advisor's Students
- Minority Students Email List
- Departmental Scholarship Applicants
- Departmental Scholarship Information
- Schedule Restrictions List of Requisites
- Schedule Restrictions Review By Term
- Faculty Email List by Site
- Student Email List By Site
- Student Email List by Major or Concentration
Questions?

Contact Information if Questions Arise Later:

✓ Kelli Barnes (kbarnes@utm.edu) — Housing: 881-7733
✓ Sandra Brackett (sbracket@utm.edu) — Academic Records: 881-7052
✓ Brandy Cartmell (bcartmell@utm.edu) — Student Engagement: 881-7053
✓ TBA — Financial Aid: 881-7042
✓ Vickie Pflueger (vpflueger@utm.edu) — Business Affairs: 881-7823
✓ Patsy Potts (prpotts@utm.edu) — Academic Records: 881-7046
✓ TBA — Admissions: 881-7032
✓ Student Success and Mentoring Center (success@utm.edu): 881-7723
✓ Helpdesk (helpdesk@utm.edu): 881-7900