

## Associate of Arts Degree:

- A student must have at least 62 hours to receive an AA.
  - 38 hours of General Education courses (no humanities elective or math/sci/tech elective)
  - 24 hours of electives
- A student must earn at least 15 hours in residence at UAM.
- For more details, see page 115 of the '09-11 Catalog.

## Degree Audits

An official degree audit (signed by student, advisor, and dean/chair/unit head) must be filed with the Registrar's Office when a student completes a specified number of credit hours; i.e.:

**Associate degree:** after 35 hours of credit and before 45 hours

**Baccalaureate degree:** after 70 hours of credit and before 90 hours

**\*Students with 90 or more hours are not allowed to register for the next semester until a degree audit is completed.**

## Baccalaureate Degree:

- A student must have **at least** 124 hours to graduate.
  - ▷ Always count hours from the transcript. Do **not** include any developmental courses in the count.
  - ▷ A student must have 40 hours at the 3000-4000 level.
  - ▷ For students using the 2007-09 or a more current catalog, 20 hours of upper-level credit must be in their major and 9 hours of upper-level credit must be in their minor (if required).
  - ▷ A student must earn at least 30 hours in residence at UAM, 24 of which must be taken after attaining senior class standing, and a portion of which must be in the major and or minor field.
  - ▷ Six hours of technical courses may be used as general electives.
- Don't forget about the BA and BS identity requirements. See page 66 of the '09-11 Catalog.
- To complete a second baccalaureate degree, a student must meet all major and degree identity requirements for the second degree, earn at least 30 semester hours of credit in residence beyond the first degree requirements, and satisfy all grade point average requirements.

## Common Prerequisite Errors

### Course Comp I

### Comp II

### World Lit I or II

### Public Speaking

### College Algebra OR Survey of Math

### Intern Algebra

### Anat & Physiology I

### Prerequisite

"C" or better in Funds of English or appropriate test score

"C" or better in Comp I

Comp I & Comp II

"C" or better in Funds of English

"C" or better in Intern Algebra or appropriate test score

"C" or better in Intro Algebra or appropriate test score

ENGL 1013 Comp I is a co-requisite

**\*All course prerequisites can be found in the "Course Descriptions" section of the '09-11 Catalog.**

## Academic Advising Notes

- ✓ Twelve hours is considered full-time student status.
- ✓ Students are limited to a maximum of 18 hours per semester and 7 hours per summer term. See page 55 of '09-11 catalog for more details.
- ✓ If repeating a class for the third time, the student is restricted to 14 hours.
- ✓ Students who wish to enroll more than three times in a math course other than Intro. Algebra must enroll in the lower level class or take an in-house placement test through the main office of Math & Science.

*Example: A student who has taken Intermediate Algebra (MATH 0183) three times and has not made a "C" must take Introduction to Algebra (MATH 0143) again.*
- ✓ FERPA (Family Educational Rights and Privacy Act) applies to every student. FERPA states that only directory information may be shared outside of the institution. Students may restrict the release of all their information.
- ✓ A total of 186 hours on a transcript ends a student's eligibility for all TITLE IV funds (federal financial aid). These hours include transfer hours and all W, F, and I's.
- ✓ Financial aid recipients should speak to someone in Financial Aid before dropping any class to determine how dropping will affect his/her financial aid eligibility.
- ✓ If a student is a scholarship recipient, he/she should visit the Office of Admissions before dropping any class to determine how dropping will affect his/her scholarship eligibility.
- ✓ Every student must apply to graduate (associate & baccalaureate students). There are set deadlines for graduation applications.
- ✓ Students have a maximum of six years to graduate under the catalog in effect at the time of their original enrollment.
- ✓ Every first time freshman must have a signed eight-semester form on file in the Registrar's Office by the fifth day of class or the student will be withdrawn from classes.
- ✓ A student admitted provisionally must clear his/her admission by the 15<sup>th</sup> day of class during the fall or spring and by the 5<sup>th</sup> day of class during the summer, or the student will be withdrawn from classes.

## GPA Quick Facts

- A 2.00 GPA is needed to remain in good academic standing and for graduation. Some majors require a higher GPA.
- Less than 2.00 GPA places a student on "conditional" academic standing.
- A student on conditional academic standing is suspended if both the current and cumulative GPA falls below 2.00.
- A 2.00 current and cumulative GPA is required for financial aid.
- A student placed on "conditional" academic standing is placed on financial aid "probation."
- Students placed on academic suspension incur financial aid denial.
- Transfer courses do not improve a student's UAM GPA.
- When repeating a class, the most recent grade is computed in the GPA. However, the previous grade will still appear on the transcript.

# ADVISOR TIP SHEET

## General Education Requirements

### **Composition (6 hours)**

ENGL 1013 Composition I or ENGL 1033 Honors Composition I

### **AND**

ENGL 1023 Composition II or ENGL 1043 Honors Composition II

### **Fine Arts (3 hours)**

One of the following:

ART 1053 Art Appreciation

MUS 1113 Music Appreciation

### **Speech (3 hours)**

One of the following:

SPCH 1023 Public Speaking

SPCH 1043 Honors Speech Communication

SPCH 2203 Interpersonal Communication

SPCH 2283 Business and Professional Speech

### **Humanities Cluster (6 hours)**

HIST 1013 Survey of Civ I **and** ENGL 2283 World Lit I

### **OR**

HIST 1023 Survey of Civ II **and** ENGL 2293 World Lit II

### **Humanities Elective (3 hours)**

To be chosen from the disciplines of Art, Music, Foreign Language, English, or Philosophy

### **U.S. History or Government (3 hours)**

One of the following:

HIST 2213 American History I

HIST 2223 American History II

PSCI 2213 American National Government

### **Psychology or Sociology (3 hours)**

One of the following:

PSY 1013 Introduction to Psychology

SOC 2213 Introduction to Sociology

### **Social Science Elective (3 hours)**

To be chosen from the disciplines of Anthropology, Criminal Justice, Economics, Geography, Political Science, Psychology, Social Work, or Sociology

### **Mathematics (3 hours)**

All students must pass a mathematics course at the 1000-level or above. No math course less sophisticated than College Algebra may be applied toward a baccalaureate degree.

### **Basic Sciences (8 hours)**

Eight hours from two 3-hour lecture courses with associated 1-hour labs, or two 4-hour courses with integrated labs chosen from two of the following groups:

(1) Astronomy, Earth Science

(2) Biology

(3) Chemistry, Physics

### **Mathematics, Science, or Technology Elective (3 hours)**

To be chosen from the disciplines of Astronomy, Biology, Chemistry, Computer Information Systems, Computer Science, Earth Science, Mathematics, Physics, or Physical Science

**Total Hours = 44 hours**

**\*Course requirements may be more specific for chosen major.**

<b>SAT</b>	<b>ASSET</b>	<b>COMPASS</b>	<b>ACT</b>	<b>Course Placement</b>
<b>Verbal</b>	<b>Writing Skills</b>	<b>Writing</b>	<b>English</b>	
1-460	1-44	1-74	1-18	ENGL 0133 Funds of English
470 and up	45 and up	75 and up	19 and up	ENGL 1013 Composition I
<b>Verbal</b>	<b>Reading Skills</b>	<b>Reading Skills</b>	<b>Reading Skills</b>	
1-460	1-42	1-81	1-18	Reading Lab Required*
470 and up	43 and up	82 and up	19 and up	NO Reading Lab Required*
<b>Quantitative</b>	<b>Inter. Alg.</b>	<b>Algebra</b>	<b>Mathematics</b>	
1-370	1-33	1-34	1-15	MATH 0143 Intro Algebra
380-450	34-38	35-40	16-18	MATH 0183 Interm Algebra
460 and up	39 and up	41 and up	19 and up	MATH 1043 College Algebra OR MATH 1003 Survey of Math

- Use this chart to place a student into the appropriate math course and English course.
- A student with no test scores or who has not been previously enrolled in a math or English course should be enrolled in Fundamentals of English and Introduction to Algebra.
- Students required to take developmental math and developmental English may not take more than 14 hours during that semester.
- Students must make a "C" or better to pass a developmental class.
- \*A Reading Lab is required for students who score below the above scores. Students will receive notification from the Writing Center Director with directions for completing the lab.

## Advising a Student for the First Time:

1. Greet the student warmly.
2. Determine if any previous college coursework exists.
3. For a first-time freshman, complete the 8-semester form.
4. Assist the student in selecting the proper math & English courses. UAM policy requires a student to be continuously enrolled in math and English until the General Education requirements have been met.
5. Review with the student the Gen Ed, major, and minor requirements to select additional coursework.
6. Remember the "D" transfer rule. UAM will allow a student to transfer up to 6 hours of "D" coursework for general education or general elective credit during his/her first term at UAM.
7. Prepare a file on the student; add notes from your session to that file.