

# Degree Audits

- An official degree audit (signed by student, advisor, and unit head) must be filed with the Registrar's Office after a student completes 35 hours of credit and before he/she completes 45 hours of credit.
- There are a number of things to check once a degree audit has been printed.
  - Make sure the degree listed on the transcript matches the degree listed on the degree audit.
  - Make sure the appropriate catalog is used for the degree audit. The Associate of Applied Science in General Technology first appears in the '05-07 Catalog. Currently, there are three technical catalogs.
    - 0507\_tech
    - 0709\_tech
    - 0911\_tech
  - Check to see which required courses are incomplete.
  - Check GPA. A minimum grade point average of 2.00 is required overall.
  - Check for any needed substitutions. There may be UAM courses as well as transfer work that need substitutions. The "Courses Not Used" section of the Degree Audit may be helpful.
    - Submit a Substitution form as soon as possible and attach a copy of the student's transcript with the course(s) highlighted.
  - Make sure your unit requirements have been met (e.g. exit exams, certification exams, proficiency exams, etc.).

# Common Prerequisite Errors

<u>Course</u>	<u>Prerequisite</u>
<b>Comp I</b>	<b>"C" or better in Funds of English or appropriate test score</b>
<b>Comp II</b>	<b>"C" or better in Comp I</b>
<b>Public Speaking</b>	<b>"C" or better in Funds of English</b>
<b>College Algebra OR Survey of Math</b>	<b>"C" or better in Intern Algebra or appropriate test score</b>
<b>Intern Algebra</b>	<b>"C" or better in Intro Algebra or appropriate test score</b>
<b>Anat &amp; Physiology I</b>	<b>ENGL 1013 Comp I is a co-requisite</b>
<b>World Lit I or II</b>	<b>Comp I &amp; Comp II</b>

**\*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.
- ✓ 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.
- ✓ 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.
- ✓ Every student must apply to graduate (technical, associate & baccalaureate students). There are set deadlines for graduation applications.
- ✓ Financial aid recipients should speak to someone in the Office of Student Services before dropping any class to determine how dropping will affect his/her scholarship eligibility.
- ✓ If a student is a scholarship recipient, he/she should visit the Office of Student Services before dropping any class to determine how dropping will affect his/her scholarship eligibility.
- ✓ **Every student 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.**
- ✓ Term Codes are very important when preregistering a student or looking up a roster for a future term or semester. The current term codes are below.

*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.*

Fall '09 = 091S      Spring '10 = 092S  
 Sum I '10 = 091T      Sum II '10 = 092T

# GPA Quick Facts

- A 2.00 GPA is needed to remain in good academic standing and 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.

# TECH ADVISOR TIP SHEET

SAT	ACT	ASSET	COMPASS	Course Placement
<u>Verbal</u>	<u>English</u>	<u>Writing Skills</u>	<u>Writing</u>	
1-460	1-18	1-44	1-74	ENGL 0133 Funds of English
470 and up	19 and up	45 and up	75 and up	ENGL 1013 Composition I
No Scores Required				BUS 2003 Tech Bus English OR COMM 1203 Tech Comm
<u>Verbal</u>	<u>Reading Skills</u>	<u>Reading Skills</u>	<u>Reading Skills</u>	
1-460	1-18	1-42	1-81	Reading Lab Required*
470 and up	19 and up	43 and up	82 and up	NO Reading Lab Required*
<u>Quantitative</u>	<u>Mathematics</u>	<u>Inter. Alg.</u>	<u>Algebra</u>	
1-370	1-15	1-33	1-34	MATH 0143 Intro Algebra
380-450	16-18	34-38	35-40	MATH 0183 Interm Algebra
460 and up	19 and up	39 and up	41 and up	MATH 1043 College Algebra OR MATH 1003 Survey of Math
No Scores Required				BUS 2143 Tech Bus Math OR MAT 1203 Tech 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 Funds of English and Intro Algebra or a technical math course and technical English course.
  - Example: Tech Bus Math or Tech Math and Tech Bus English or Tech Communications
- 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 Intro Algebra, Interm Algebra, or Funds of English.
- \*A Reading Lab is required for students who score below the above scores. Students will receive notification 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 by checking for a UAM transcript or asking for a copy of all transfer transcripts.
3. For a first-time freshman, complete the 8-semester form and program of study.
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 the program of study with the student to select additional coursework. If you know the student will be seeking an associate degree, discuss the required general education hours as well.
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. Be sure to keep a copy of the information in your office, give the student a copy, and send a copy to the main office.

## AAS Degree: General Education Requirements

Students seeking the Associate of Applied Science Degree must complete all requirements for a technical certificate. Students must also complete the required 15 hours of general education courses plus additional elective hours (either technical or general education courses) for a total of 64 credit hours, 15 of which must be taken through UAM.

Required General Education Courses: 15 hours

ENGL 1013 Composition I  
ENGL 1023 Composition II

One of the following courses:

MATH 0183 Intermediate Algebra  
MATH 1043 College Algebra or higher-level math course

One of the following courses:

CIS 1013 Introduction to Computer-based Systems  
CIS 2223 Microcomputer Applications

One of the following courses, appropriate for the field of study:

ECON 2203 Principles of Macroeconomics  
ECON 2213 Principles of Microeconomics  
HIST 1013 Survey of Civilization I  
HIST 1023 Survey of Civilization II  
HIST 2213 American History I  
HIST 2223 American History II  
PSY 1013 Introduction to Psychology  
SOC 2213 Introduction to Sociology  
PSCI 2213 American National Government

\*If you know that your advisee will be seeking an associate degree, please do not place him/her in Tech Math, Tech English, Tech Bus Math, or Tech Bus English.