

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Procedures for Advising Students at Sul Ross State University

The following procedures should be followed in all instances in which staff and faculty at Sul Ross State University advise the students of the University.

Undergraduate Advising

A. Lobo Den—Entering Students

The Lobo Den at Sul Ross State University is located on the first floor of Lawrence Hall. This center has been established to help meet the needs of first- and second-year students at the University. The Lobo Den works closely with faculty from across campus to facilitate initial, first-year advising.

The Lobo Den houses advising for all new students. All incoming freshmen, TSI non-compliant students, and/or un-declared majors will register in the Lobo Den. New students can have secondary, academic advisors once they have declared a major, but the Lobo Den will have primary authority for advising until these new students transition from freshman to sophomore and from TSI/Developmental Education non-compliant to TSI/Developmental Education compliant.

Lobo Den advisors will act on behalf of students as the primary advisors, but a student may seek advice from a secondary advisor in his or her major field for courses that pertain directly to the major. However, secondary advisors in a major field cannot supplant courses recommended by primary advisors, override them, or reduce in number the courses that the primary advisor has determined to be optimal for student progress within a given semester.

Students non-compliant with minimum TSI requirements

At the time of a student's initial enrollment, his or her Lobo Den advisor will use the student's Texas Success Initiative (TSI) scores (explained in Section B, below) to determine whether or not the student meets the minimum TSI requirements. Students with developmental-course needs will be identified according to the criteria established by the Texas Success Initiative (TSI) (Section B, below).

A student who does not meet TSI minimum standards (Section B) will continue to be advised by a Lobo Den advisor until the student is TSI clear and he or she moves from freshman status to sophomore status.

Students who are non-TSI compliant will have Lobo Den advisors as their primary source of advising, but they can also elect to have secondary advisors in academic units to help determine which courses they should take in the major that

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

they have declared. Primary advisors will have greater authority to determine a student's class schedule, especially regarding courses not in a student's chosen major.

Students without declared majors

Students who are TSI-compliant but who have not decided on a major are advised in the Lobo Den until such time as a major is declared. At that time an advisor will be assigned from the major department. The Lobo Den advisor will remain the primary advisor until the student moves from freshman status to sophomore status.

Entering freshmen with declared majors

An entering student who meets TSI minimum standards and has a declared major will be assigned an advisor in his or her major field, but that student's primary advisor will remain the Lobo Den advisor until he or she changes status from freshman to sophomore. An entering student who has declared a major may receive advice concerning courses in the major field from the advisor from the academic department, but that major-field advisor will be the secondary advisor until the student becomes a sophomore.

All students

In all cases, once a student is assigned a major advisor, that major advisor will remain the student's official academic advisor for the duration of his or her undergraduate work unless the student changes majors or requests a different advisor.

B. Guidelines for Advising Freshman Students using Texas Success Initiative Scores

All entering students must meet Texas Success Initiative (TSI) requirements and will be advised by TSI advisors in the Lobo Den. Students must present to advisors their placement test scores in the areas of Reading, Writing, and Math from the TSIA exam. Detailed information about the minimum passing standards for state-approved assessments and the requirements for coursework for students whose scores are below the minimum standards may be found in the *Faculty Handbook* in Section 4.04 Developmental Education.

1. Students who score at or above the minimum in each area may enroll in appropriate courses provided course prerequisites have been met as outlined in the University Catalog.
2. Students who score below the minimum standards will meet with a TSI advisor for initial advisement and to complete an Individualized Developmental

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Education Plan (IDEP). The IDEP will include an appropriate and best course of action for each of the areas in which the student did not achieve the minimum score. A copy of the plan will be submitted to the Registrar, and one will be retained in the student's TSI file.

3. As determined by a TSI advisor, a student must participate in developmental education activities for each area of TSI in which he or she is out of compliance (mathematics, reading, and/or writing) during each semester the student is enrolled and appropriate coursework is available.
4. A student who has been placed in a developmental course as a result of the TSIA test must remain continuously enrolled in remediation until each section of the TSIA has been passed. Advisors may not allow a student to drop out of remediation or to avoid remediation courses.
5. All students with a TSI placement are encouraged to register for a six-hour NCBO in one subject area during the week before classes begin their first long semester.
6. A student may not enroll, at any time, in a college-level course corresponding to the areas for which the student has not met the minimum standards and has not completed his or her IDEP (except under the advisement of a TSI advisor).
7. Advisors may obtain additional information about policies relative to the Texas Success Initiative (TSI) by going to the web site of the Texas Higher Education Coordinating Board.

C. Faculty Advisors

Once it has been determined in Lobo Den advising that a new transfer student has met the minimum requirements of TSI and has decided on a major, he or she is assigned a faculty advisor in the chosen department.

The faculty advisor is expected to be familiar with the degree options in the major field for which he or she is responsible and to be familiar with the academic regulations of the University as stated in the current Catalog. The advisor should provide general academic counseling to students, initiate degree plans upon the request of students, assist in the implementation of policies for students who have been admitted to the University on probation, and keep files on all students advised. The advisor will be expected to post office hours and to be available throughout the periods of orientation and registration each semester in order to assist students in planning schedules and degree programs.

D. General Degree Requirements and Probation

In working with students, all advisors should give careful attention to the following items:

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

1. General degree requirements as stated in the current Catalog and on the degree plans for which the student is eligible. The Catalog regulations must be followed explicitly unless approval for exceptions has been given in advance by the Executive Vice President and Provost.
2. Probational Admissions. Courses should be chosen carefully to provide the students with an opportunity to attempt work which will maximize the chances of success. Students admitted on probation will be granted full admission upon completion of twelve semester hours with a cumulative grade-point average of 2.00.

E. Guidelines for Students Enrolled on Probation:

1. Each advisor should be thoroughly familiar with the Admissions Policy, as outlined in the current Catalog.
2. Advisors should review a student's academic status by viewing the student's degree audit in Degree Works (My Degree Plan via the mySRSU link on the university website). Advising should include a consideration of the academic status listed.
3. Students who are admitted on probation should be enrolled in English and other basic courses at the freshman or sophomore level at which the student will have a reasonable chance of successfully completing. Another option includes repeating any failed courses that are still affecting the student's GPA, if offered.

F. Information for All Students

All advisors should inform students of the following:

1. To review the online Catalog under which they expect to graduate and to become familiar with its content, particularly the sections on academic regulations, general degree requirements, and their major fields of study.
2. To review their degree audit (My Degree Plan via the mySRSU link on the university website) as soon as a major has been decided upon but, in any case, no later than after the completion of 45 semester hours. Students should be informed that changes can be made but that often a change from one major to another after the completion of one year's work will require additional work which may extend the time they will have to spend in completing their degrees.
3. To return to the Lobo Den or faculty advisor as necessary throughout their college career for assistance in working out problems that may occur relative to their academic standing and enrollment.

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

4. To read carefully the class schedules and their Sul Ross emails for each semester and to be alert for any changes in registration procedure which may have been made.
5. To meet with the advisor well in advance of registration each semester, if possible, in order to discuss the proposed schedule for the semester and to secure the advisor's approval of the registration schedule. In any case, students should be prompted to see their advisors for this purpose each semester prior to registering for classes.
6. To be prepared to pay all financial obligations at registration or to have worked with a Financial Aid Counselor on ways to satisfy their obligations.
7. To be responsible for fulfilling all requirements for their degree as outlined in the Catalog and My Degree Plan.

G. Scheduling

All advisors should pay careful attention to University requirements in scheduling advising to ensure

1. that the courses a student is taking fulfill the Core Curriculum requirements for a degree. Ordinarily, students should complete Core Curriculum courses during their freshman and sophomore years. English, history, language, math, government, communication, electives, and group requirements should be explained and the student's progress in meeting these carefully monitored from semester to semester.
2. that the student is enrolling in courses at the proper level. Ordinarily, a freshman should not enroll in an advanced course; exceptions should be checked with the departments concerned and prerequisites, if any, satisfied prior to enrollment in the advanced course. An undergraduate within 12 hours of graduation may enroll for graduate courses with the approval of the appropriate dean.
3. that work transferred from other colleges and universities is showing appropriately on the degree audit (My Degree Plan on mySRSU) after being officially evaluated by the Admissions Office. No degree plans should be prepared from a student's copy of the transcript or before the official evaluation has been made. Communications with the Admissions and Records Office can expedite service in this regard. Tentative advisement may be made using a student's transcript, but he or she should be informed of any questionable courses shown.

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

4. that schedule conflicts are avoided. It is the student's responsibility to draft a schedule and submit it to the advisor for approval. Care should be taken to avoid schedule conflicts.
5. that special scheduling, class, or enrollment requirements in the student's major field are met. Students should be advised of any unusual expense, field trips, class activities, or other matters that might be a determining factor in a student's desire to enroll or capability of enrolling in the course at a particular time or semester. A student should indicate clearly on his or her class schedule any courses which he or she is repeating for credit.
6. that a student is not re-scheduled for courses which are titled and described "Individual Instruction" or "Individual Research" unless there is no other alternative to satisfying a degree requirement. Substitute courses should be considered first.
7. that a student does not exceed the maximum course load requirement; the Director of Records and Registration will turn back students whose schedules exceed the maximum allowed.

Any questions not covered in the preceding guidelines or in the Academic Regulations section of the current Catalog or which arise and which cannot be answered by the advisor should be directed to the Executive Vice President and Provost.

Graduate Advising

Guidelines for Advising Graduate Students:

1. Ordinarily, graduate students should enroll only in 5000-, 6000-, and 7000-level courses. A graduate student needing "Leveling" work may take undergraduate courses to remove deficiencies in the student's field of study.
2. Major advisors should make sure that graduate students have completed the admissions process satisfactorily and should check each graduate student's degree plan before approving the schedule. If a course is approved which is not on the degree plan, the advisor must send a memorandum to the college dean requesting that the course be added to the student's degree plan. If the added course is intended to substitute for a course already on the degree plan, that must be noted. These changes with signature should be submitted to the Registrar's Office for update to the student's My Degree Plan audit.
3. In general, graduate students should be advised to work closely with their major advisors. All academic regulations will be enforced.