Arts & Sciences Undecided (ASUD) Advising Syllabus Fall 2006

Advisor Information
Name
Office: 79 Holden Hall
Office Hours: M-F, 8-5, by appointment
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Description

The Arts & Sciences Undecided (ASUD) designation exists because Texas Tech University (TTU) values the undecided student. TTU, the College of Art & Sciences, and the Advising Center at Texas Tech (ACTT) endeavor to provide undecided students with the information and support necessary to make informed and invested decisions about their major and career paths.

NOTE: ASUD is a temporary academic designation from which students must declare a major.

Objectives

After this semester as an ASUD student, you should be able to:

- Develop a relationship with your academic advisor through in-office meetings
- Select appropriate courses based on your status as an ASUD student
- Use TechSIS Web for Students to plan a schedule and register for classes
- Identify and access campus resources that support your academic goals
- Complete your Academic Physical and discuss the results, establishing an educational plan with your academic advisor
- Participate meaningfully in the programs, workshops, and services provided by ACTT
- Identify your breaks (Winter, Spring and Summer) and discuss your plans with your advisor

Expectations

Appointments: ACTT prefers that all students schedule appointments with their advisor. ACTT recommends a minimum of 3 advising appointments per semester. Appointments can be requested in person, by phone, by email, or online at www.actt.ttu.edu. Once an appointment is made, please arrive on time and prepared. If you need to reschedule your appointment, please notify your advisor as soon as possible.

Communication: Your Advisor as a Resource
Keep your advisor informed about any circumstances that could influence your academic performance such as work schedules, illness, family, or other personal situations.

Discuss the Graduate-On-Time (GOT) contract program with an academic advisor, determine the merits of the GOT contract to their degree program, and, if deemed appropriate, sign a contract in the academic advisor's office before the university-stipulated deadlines.

Notify your advisor immediately when a course grade of D or F is received or when dropping a course or withdrawing from the university in order to assess the impact on the
degree plan, future semester course sequencing, the graduation timeline, and the GOT contract.

Email
ACTT acknowledges that email has become a primary means of communication on our campus. Please be certain to maintain and check daily a valid email address (preferably your Tech Mail account). All emails sent to you from ACTT or you Academic Advisor should be viewed as an official attempt to communicate with you.

PLEASE NOTE: Emails sent by you to ACTT or your Academic Advisor will be responded to in a timely fashion. However, please understand that our work week is Monday through Friday, 8:00 a.m. to 5:00 p.m. Emails received outside of that time frame will be responded to at the next available work week time and in the order they are received.

Official Documents
Read all official university documents and communication including those related to degree programs and your academic progress as well as the policies in the Student Code of Conduct Handbook. Become familiar with applicable undergraduate sections of the catalog by reading those sections thoroughly. Complete all required paperwork and adhere to university deadlines.

*ACTT also recommends that you document and keep a record of all contacts with university officials.

Campus Resources:
Your advisor may refer you to any number of campus resources based on your educational goals. When these referrals are made, it is expected that you will participate fully and discuss the outcomes with your academic advisor.

Responsibilities:
Students are expected to be active, invested, and responsible participants in the advising process.

Advisors are expected to provide accurate information and facilitate a decision-making process through which students explore educational and career opportunities in a caring and supportive environment. Advising responsibilities also include keeping a well-documented file of advising activities for each student and maintaining confidentiality according to the Family Educational Rights and Privacy Act of 1974.

Assignments

Academic Physical: The purpose of the Academic Physical is to help you identify the resources essential for your academic success. The components of the Academic Physical include the College Student Inventory (CSI), Procrastination Styles Assessment, Learning Styles Assessment, Career Decision-Making Self-Efficacy Assessment, and the Harrington-O’Shea Career Decision-Making Assessment.

DISCOVERY!: ACTT believes that all students benefit from learning and working through the decision-making process taught in the DISCOVERY! Program. As an ASUD student, it is expected that you will attend all three DISCOVERY! workshops.

Planner: Acquire a personal time management and/or planning system. Bring your planner with you to your advising appointments. NOTE: First Year Raider Experience (FYRE) Planners are provided by Residence life for students who live on campus.
Policies & Recommendations

Declaring a major: The College of Art & Sciences requires that students with 60 or more earned hours file a degree plan (which requires declaring a major) before they can register for the next semester. Students have difficulty selecting courses when they have 45 or more earned hours. ACTT recommends declaring your major before you have 45 earned hours.

GPA: As an undecided student, grades are very important. A 2.0 GPA is the minimum to maintain good academic standing with the university. A 2.75 GPA is the minimum for certain majors at the university and a 3.0 GPA may be the minimum to be considered for some jobs and graduate study.

Holds: ACTT uses registration holds to ensure that our students establish a minimum of one advising contact per semester. We do this to confirm students’ plans and to verify the accuracy of information being considered by students. Your advisor will administer this registration hold. This hold will not be moved unless you have checked with your advisor prior to registration for the next semester.

Full-time/Full-load: To be considered a full-time student, you must be enrolled in a minimum of 12 credit hours per semester. In order to graduate on time, however, it is recommended that you complete 30 credit hours per academic year (Fall, Spring, and Summer).

Suggested Reading

University Catalog – http://www.depts.ttu.edu/officialpublications/pdfs/06-07Catalog4.28.pdf
Student Advising Guide

Available Support Services

Advising Center at Texas Tech (ACTT) – http://www.actt.ttu.edu/
Student Counseling Center – http://www.depts.ttu.edu/scc/
Career Center – http://www.careercenter.ttu.edu/
Success Center – http://www.successcenter.ttu.edu/
PASS Learning Center – http://www.pass.ttu.edu/
Center for Campus Life – http://www.campuslife.ttu.edu/
**Semester Calendar**

**Week 0: August 21 – August 27**

Aug. 20, Sunday:  Residence Halls open for occupancy. Questions should be directed to Housing and Residence Life at 806-742-2661.

Aug. 21, Monday:  Last day to make full payment of tuition and fees or make payment arrangements. Questions should be directed to Student Business Services (SBS) in 301 West Hall or call them at 806-742-3272.

Make transportation plans for the semester, especially Thanksgiving and when your family travels to TTU for Parent Weekend. Plan out when trips will happen this semester, making transportation and lodging reservations if necessary.

Aug. 24 & 25, Thursday, Friday:  Locate your classes before you begin; physically walk through your schedule so you will know where to go on the first day of class. Note that buildings are often closed on the weekend.

Print a few copies of your schedule so that you have your class information in several places.

Get your eRaider information all set. Remember: never share your password and username.

Customize your TTU portal site (http://raiderlink.ttu.edu/).

Plan for 2-3 hours of study time outside of class for every hour spent in class. Class schedules should add up to 40-50 hour weeks. College is a fulltime job. Use a pencil in your planner; things change.

**Week 1: August 28 – September 3**

Aug. 29, Monday:  Classes begin.

For every class you will receive a syllabus on your first day. This is your ‘contract’ with your instructor.

1) Read through each syllabus.
2) Log the assignments and tests in your planner.
3) Then, working backwards, log in the specific time that you will work on each assignment and study for each test.

Add/Drop begins. From Monday, Aug. 28 through Thursday, Aug 31st, you can add and drop classes online by logging onto TechSIS Web for Students at http://techsis.tosm.ttu.edu/student/.

Contact your academic advisor for assistance before changing your schedule.

If you do not know who your advisor is, contact the Advising Center at Texas Tech (ACTT), and we will assist you. ACTT is located in 79 Holden Hall or 806-742-2189.

August 31st, Thursday:  Last day to add a class.

**Week 2: September 4 – 10**

Sept. 4, Monday:  TTU is closed to observe the Labor Day Holiday.

Classes just started, and we have a university holiday already? Yes, classes will not be held on Monday in observance of Labor Day.

Schedule an appointment with your advisor for Week 3-8 if you have not already done so.

**Week 3: September 11 – 17**

Sept. 13, Wednesday:  If you feel a class is not working for you, this is your last chance to drop a class. Drop online ends on Wednesday, September 13. Check with your academic advisor.

This is the last day students can drop a course and receive a partial refund. However, this does not apply to students who drop to zero hours. Students who drop to zero hours will need to visit the Office of the Registrar located in 103 West Hall.

DISCOVERY! Workshop I: 9/11/06  05 Holden Hall 4:30-5:30pm
Week 4: September 18 – 24
Sept. 18, Monday
If you are beginning to feel a bit behind, it is not too late at this point to buckle under, re-arrange your schedule to support academic success versus social success, and come out a winner. Remember your goals. Walk your talk.
Check-in with your academic advisor. Your academic advisor can be a good resource and provide answers to many of your questions.

Sept. 19, Tuesday:
DISCOVERY! Workshop I: 05 Holden Hall 4:30-5:30pm

Sept. 21, Thursday:
DISCOVERY! Workshop II: 05 Holden Hall 4:30-5:30pm

Week 5: September 25 – October 1
Sept. 25, Monday:
DISCOVERY! Workshop: II 05 Holden Hall 4:30-5:30pm
By now you have gotten into the groove and are feeling more at home. Call your family and let them know how it feels to be a RED RAIDER!
Your first exams may be held during this week, the week before, or the week after. Be sure to keep up with and ahead of your classes.

Sept. 27, Wednesday
DISCOVERY! Workshop I: 05 Holden Hall, 4:30-5:30pm

Week 6: October 2 – 8
Oct. 3, Tuesday:
DISCOVERY! Workshop I: 05 Holden Hall, 4:30-5:30pm
Oct. 5, Thursday:
DISCOVERY! Workshop I: 05 Holden Hall, 4:30-5:30pm

Week 7: October 9 – 15
Oct. 9, Monday
If you have not already learned about the registration process, check in with your advisor. Registration for Spring 2007 is coming up.
DISCOVERY! Workshop II: 05 Holden Hall, 4:30-5:30pm
Oct. 11, Wednesday:
DISCOVERY! Workshop I: 05 Holden Hall, 4:30-5:30pm

Week 8: October 16 – 20
Oct. 16, Monday:
WOW, mid-semester has arrived! Many classes hold mid-semester exams. Check with each of your instructors to determine if they plan on giving a test. Some instructors post grades in the classroom or at the instructors’ offices while others put grades online via TechSIS.
Plan your week differently than a week when you are just attending classes.

Week 9: October 23-27
Oct. 24, Tuesday:
DISCOVERY! Workshop I: 05 Holden Hall: 4:30-5:30pm
Oct. 26, Thursday:
DISCOVERY! Workshop II: 05 Holden Hall: 4:30-5:30pm

Week 10: October 30 – November 5
Oct. 30, Monday:
Last day to drop a course, transfer between colleges, or withdraw from the university.
Last day to declare pass/fail intentions.
Regroup from mid terms. Refocus. Use your advisor to help you plan your last 4 weeks to even better support your last month of classes. Live differently the last 4 weeks of the semester.

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<th>Week 11: November 6 – 12</th>
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<td>Nov. 6 – 21, Monday – Tuesday:</td>
<td>Registration for Spring 2007 begins for currently enrolled students. Students should take this opportunity to register early for their best class selections. Students should contact their academic advisor for assistance.</td>
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<th>Week 12: November 13 – 19</th>
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<td>Nov. 13, Monday:</td>
<td>Students, remember about the Success Center is open 2pm-midnight most nights. The staff members are good resources, and some tutoring is available.</td>
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<th>Week 13: November 20 – 26</th>
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<td>Nov. 22 – 26, Wed. – Sunday:</td>
<td>Thanksgiving Holiday. If you are driving home for the holidays, remember to pick up the TTU guide that lists parents and alums from across the state. These folks are eager to help you if you have car trouble between campus and home.</td>
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<th>Week 14: November 27 – December 3</th>
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<td>Nov. 27, Monday:</td>
<td>Classes resume after the Thanksgiving holiday. Open registration begins.</td>
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<th>Week 15: December 4 – 10</th>
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<td>Dec. 6, Wednesday:</td>
<td>Last day of classes.</td>
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<td>Dec. 7, Thursday:</td>
<td>STUDY DAY!! You should be studying for final exams. Confirm when and where your finals for each class will be. The exam schedule is available on the TechSIS website at <a href="http://techsis.tosm.ttu.edu/student/">http://techsis.tosm.ttu.edu/student/</a> Remember to talk with your professors if you have questions about what is on your finals or how to study for them. Your academic advisors are also good resources.</td>
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<td>Dec. 8 -13, Friday –Wednesday:</td>
<td>Final exams. Good luck!</td>
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<th>Week 16: December 11 – 17</th>
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<td>Dec. 13, Wednesday:</td>
<td>Fall semester ends. Good job! Have a wonderful break, and we will see you January 10, 2006, for the beginning of the spring semester!</td>
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