



TEXAS TECH UNIVERSITY

Advising Center at Texas Tech

Advising Syllabus

Fall, PLAW

Advisor Information

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Description

The Prelaw (PLAW) designation exists to organize each of the four years of the Prelaw experience at Texas Tech University. The College of Art & Sciences, and the Advising Center at Texas Tech (ACTT) endeavor to provide Prelaw students with a structured process that prepares students for Law School and the information and support necessary to make informed and invested decisions about their major and career paths.

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

Objectives

By the end of this semester, you should be able to:

- Identify and access student support services related to PLAW and Law School Admissions.
- Attend S.I.L.O. workshops and complete a PLAW success timeline
- Establish a relationship with your PLAW advisor through in-office meetings
- Use TechSIS Web for Students to plan a schedule and register for classes
- Select possible courses based on your status as an PLAW student
- Actively engage in the decision-making process for selection of major and career path
- Complete the appropriate Academic Physical assessments and discuss them with your academic advisor
- Identify and discuss with your academic advisor your plans for your breaks (Winter, Spring and Summer)

Policies

Appointments: ACTT prefers that all students schedule appointments with their advisor. Prelaw 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.

Holds: ACTT uses registration holds to ensure that our students establish at least one advising contact per semester. We do this to confirm students' plans and to verify the accuracy of information being considered by students. As your advisor, I will administer this registration hold. This hold will not be moved unless you have checked with me prior to registration for [semester].

S.I.L.O.: The Prelaw program believes that your first year at Texas Tech University should be a time of reassurance in regard to your PLAW and Law career choices. The S.I.L.O. program is designed to organize your undergraduate experience and teach you the tools necessary for a successful transition to Law School. Students are expected to attend the recommended S.I.L.O. workshops each semester.

DISCOVERY!: ACTT believes that all students benefit from learning and working through the decision-making process taught in the DISCOVERY! Program. As this is your first semester as an ASUD student, it is expected that you will complete DISCOVERY! by the end of the semester.

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

NOTE: Emails sent by you to ACTT or your academic advisor will be responded to in a timely fashion. However, 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.

Expectations: Students are expected to be active, invested, and responsible participants in the advising process with the following behavior:

- Read all official university documents related to their degree program and academic progress.
- Take an active role in decision-making concerning academic progress.
- Make and keep a minimum of one appointment per semester with the appropriate academic advisor(s).
- Become familiar with applicable undergraduate sections of the catalog by reading those sections thoroughly.
- Know and make use of appropriate academic and student services provided by the university to enhance success.
- 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.
- Complete all required paperwork and adhere to university deadlines
- Keep advisors informed about any circumstances that could influence academic performance such as work schedules, illness, family, or other personal situations.
- Create a class schedule based on the selection of courses decided upon during the advising session.
- Notify advisors 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 (if signed).
- Read, be familiar with, and practice the policies in the Student Code of Conduct Handbook.
- Document and keep a record of all contacts with the university.

Advisors are expected to facilitate a decision-making process through which students explore educational and career opportunities, determine a best-fit educational path, and plan for achieving a degree at the university. Advising responsibilities include the following:

- Use developmental advising as a tool in the retention process
- Orient students to college life and inspire them to achieve excellence
- Help students understand the need to acquire an education versus a credential

- Heighten awareness of campus resources that may be used to help students achieve success in college
- Provide students with a caring person who may serve as a role model throughout their college experience
- Provide students with accurate information concerning academic policies and procedures
- Provide an opportunity for students to discuss educational and career goals
- Assist students in developing a degree plan
- Help students develop a long-term program for satisfying the requirements of the degree plan
- Assist students in completing the GOT contract process
- Assist students in selecting and sequencing course work
- Encourage scheduled appointments prior to registration and throughout the semester to promote thoughtful planning
- Keep an accurate, well-documented file relative to advising activities for each student.
- Maintain confidentiality in accordance with the Family Educational Rights and Privacy Act of 1974.

Suggested Reading

Texas Tech University Prelaw Student Advising Guide
Pre-Law Companion by Ronald Coleman

Available Support Services

Advising Center at Texas Tech	79 Holden Hall	806-742-2189	www.actt.ttu.edu
Texas Tech Prelaw Advising	79 Holden Hall	806-742-2189	www.plaw.ttu.edu
[Law School Admissions Council		215-968-1001	http://www.lsac.org
American Bar Association	321 N. Clark St, Chicago, IL 60610	312-988-5000	www.abanet.org

For all of the Support Services available on campus, visit www.actt.ttu.edu .

Semester Calendar

Week 0: August 21 – August 27

Aug. 21, Sunday: Residence Halls open for occupancy. Questions should be directed to Housing and Residence Life at 806-742-2661.

Aug. 22, 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. 25 & 26, 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 29 – September 4

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 beings. From Monday, Aug. 29 through Thursday, Sept. 1, 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.

Sept. 1, Thursday: Last day to add a class.

Week 2: September 5 – 11

Sept. 5, 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 12 – 18

Sept. 14, 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 15. 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.

Week 4: September 19 – 25

Sept. 19, Monday	DISCOVERY! Workshop I: 05 Holden Hall, 2-3pm
	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. 21, Wednesday:	DISCOVERY! Workshop II: 282 MCOM, 2-3pm
Sept. 23, Friday:	DISCOVERY! Workshop III: 282 MCOM, 2-3pm
Week 5: September 26 – October 2	
Sept. 26, Monday:	DISCOVERY! Workshop: 2-3pm, 05 Holden Hall
	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, Tuesday:	DISCOVERY! Workshop II: 05 Holden Hall, 4-5pm
Sept. 29, Thursday:	DISCOVERY! Workshop III, 05 Holden Hall, 4-5pm
Week 6: October 3 – 9	
Oct. 3 Monday:	DISCOVERY! Workshop I: 05 Holden Hall, 2-3pm
Week 7: October 10 – 16	
Oct. 10, Monday:	Last day to declare Pass/Fail intentions. If you have not already learned about the registration process, check in with your advisor. Registration for Spring 2007 is coming up.
Oct. 12, Wednesday:	DISCOVERY! Workshop II: 2-3pm, 282 MCOM
Oct. 14, Friday:	DISCOVERY! Workshop II: 282 MCOM, 2-3pm
Week 8: October 17 – 23	
Oct. 17, 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. DISCOVERY! Workshop I: 2-3pm, 05 Holden Hall
Oct. 18, Tuesday:	DISCOVERY! Workshop I: 05 Holden Hall, 4-5pm
Oct. 19, Wednesday:	DISCOVERY! Workshop II: 2-3pm, 282 MCOM
Oct. 20, Thursday:	DISCOVERY! Workshop III: 4-5pm, 05 Holden Hall
Oct. 21, Friday:	DISCOVERY! Workshop II: 282 MCOM, 2-3pm
Week 9: October 24 – 30	
Oct. 24, Monday:	Mid-semester grade rolls are due to the Office of the Registrar. You can check to see how you are doing by logging onto TechSIS Web for Students at http://techsis.tosm.ttu.edu/student/. Instructors are not required to list mid-semester grade rolls and only freshmen students may have grades posted.

DISCOVERY! Workshop I: 2-3pm, 05 Holden Hall

Oct. 25, Tuesday: DISCOVERY! Workshop II: 4-5pm, 05 Holden Hall

Oct. 26, Wednesday: DISCOVERY! Workshop III: 2-3pm, 282 MCOM

Oct. 27, Thursday: DISCOVERY! Workshop I: 4-5pm, 05 Holden Hall

Oct. 28, Friday: DISCOVERY! Workshop III: 2-3pm, 282 MCOM

Week 10: October 31 – November 6

Oct. 31, Monday: Last day to drop a course, transfer between colleges, or withdraw from the university.

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.

Week 11: November 7 – 13

Nov. 7 – 22, Monday – Tuesday: 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.

Week 12: November 14 – 20

Nov. 14, Monday: Students, remember about the Success Center is open 2pm-midnight most nights. The staff members are good resources, and some tutoring is available.

Week 13: November 21 – 27

Nov. 23 – 27, Wed. – Sunday: 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.

Week 14: November 28 – December 3

Nov. 28, Monday: Classes resume after the Thanksgiving holiday.

Open registration begins.

Week 15: December 5 – 11

Dec. 7, Wednesday: Last day of classes.

Dec. 8, Thursday: 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 <http://techsis.tosm.ttu.edu/student/>

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.

Dec. 9 -14, Friday –Wednesday: Final exams. Good luck!

Week 16: December 12 – 18

Dec. 15, Thursday: Fall semester ends. Good job! Have a wonderful break, and we will see you January 11, 2006, for the beginning of the spring semester!