

## Advising Tips

- Intent to Graduate
  - Students can file an intent to graduate after they have earned 80 hours
  - Paper intents are no longer necessary as students can file online via Raiderlink
  
- Senior Audit
  - Can be filed one year before expected graduation and/or completion of 90 hours
  - Please confirm the correct catalog year on the senior audit request
  - When advising, please check with the catalog make sure the student is satisfying university requirements
    - Writing Intensive – 6 hours
    - Social and Behavioral Sciences – 3 hours
    - Multicultural requirement
    - Technology requirement
    - Science Laboratory requirement – 2 hours
    - Foreign Language requirement
    - 40 credit hours at the JR/SR or 3/4000 level (this cannot include 1/2000 community college hours that are substituting for 3/4000 level TTU courses)
  - Submit substitution form with senior audit request and every semester after
  - Submit a copy of the advising check sheet with senior audit
  
- Senior Audit Hold
  - Students who have completed 100+ hours and have not filed a senior audit will have a hold on their account
  - These students will not be able to register for the next term until a senior audit request has been received
  
- Concurrent Enrollment
  - Students who will be taking classes at TTU and another institution at the same time will need approval from Savannah
  - Students who wish to transfer in credits during their last 30 hours before graduation will need approval from Savannah
  - Students must have a valid reason to transfer in credits in their last semester
  
- DegreeWorks
  - Running degree audit that you and the student have access to via Raiderlink
  - If a concentration is not showing or showing incorrectly, please contact Savannah to update with correct concentration
  - In order for substitutions to show, please send a substitution form to Savannah
  
- RRO

- Math Placement Exam
  - NOT required for any CASNR majors
- Chemistry Placement Exam:
  - Required for students need CHEM 1307
  - Score 21-35 correct (60-100%): may enroll in CHEM 1307
  - Score 15-20 correct: enroll in CHEM 1301, CHEM 1101-00x, complete ALEKS assessment, or take CLEP test for next term enrollment
  - Score 0-14 correct: enroll in CHEM 1301, complete ALEKS assessment, or take CLEP test for next term enrollment
  - More CPE information at <http://www.depts.ttu.edu/chemistry/departamental/cpex.php>
- Credit by Exam
  - To view what credit will be given for certain AP, CLEP, IB, SAT or ACT scores view the table at <http://www.depts.ttu.edu/testing/uce.php>
- TSI Information:
  - TSI stands for the Texas Success Initiative. The state of Texas requires a demonstrated level of competency in the areas of Reading, Writing, and Mathematics for all students enrolled at public institutions of higher education. To demonstrate a level of knowledge in Reading, Writing and Mathematics, a student must either meet a TSI Exemption requirement or pass the TSI Assessment
  - More information about TSI at <http://www.depts.ttu.edu/tsi/>
- Grading
  - X – entered by the Registrar’s Office after the term is complete to flag grades that were not turned in
  - I – incomplete coursework and requires an incomplete form
  - CR – used as a place holder for internship, study abroad, etc. courses that are not completed by the time final grades are due
  - Please view the Letter Grade Explanations document in Informative Documents folder for more information on grades entered