

2013-2014 School of Engineering Advising Guide

School of Engineering

The College of New Jersey

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Definition of Academic Advisement

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary. “

David S. Crockett, Ed. (1987). *Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services*. Iowa City, Iowa . ACT Corporation.

Faculty expectations

School of Engineering faculty advisement goes beyond ensuring proper course section and completion of degree requirements. Advisement is rooted in helping students develop holistically across all areas, including non-academic ones, during their studies at The College. The role of faculty advisors in the School of Engineering is to help their students develop sound educational goals and assist in implementing strategies to achieve such goals. Some of the ways advisors do this is by helping their students learn about the profession; and assist them with identification and preparation for internship and employment opportunities, as well as for continuing higher education. Advisors also assist students in identifying campus resources, even those that span beyond academics. Not always do advisors hold the answer to every question related to The College; however, they have broad knowledge of institutional resources and make referrals regarding campus offices and services. Regarding their discipline, they have in-depth knowledge of academic policies and program requirements, and are instrumental in helping their students make sound decisions regarding their academic plans.

Student Expectations

School of Engineering students are expected to become knowledgeable of College resources, college-wide and program-specific academic policies and procedures, as outlined in the Undergraduate Bulletin. Students are expected to develop realistic sound educational and career goals. With the help of their academic advisor, students implement strategies to achieve such goals. Students are to be active participants in the advisement process. Ultimately, responsibility for decisions made in consultation with the advisor, lie with the student.

Guidelines for effective advisement – making the most out of the advisement process

For students:

- Familiarize yourself with College and program specific policies, as stated in the Student Handbook (<http://www.tcnj.edu/~sa/handbook/>) and Undergraduate Bulletin (<http://www.tcnj.edu/~bulletin/>).
- Actively monitor TCNJ email (official communication mode of The College) for academic related announcements.
- Have reasonable expectations regarding the availability of your advisor to meet with your or respond to your email.
- Arrive prepared for advising sessions.
- Be able to express your personal goals and interests.
- Do not expect to be told what to do.
- Be proactive and not reactive.
- Be honest when discussing progress and identifying strengths and weaknesses.
- Accept responsibility for decisions made during the advisement process.

For advisors:

- Get to know your students. Learn about their likes and dislikes.
- Be respectful of your students. Maintain confidentiality as set forth by FERPA regulations (<http://www.tcnj.edu/~recreg/ferpatutorial/index.html>).
- Look out for your students' welfare. Report any concerning behavior as set forth by the Student of Concern procedure (<http://www.tcnj.edu/~sa/studentofconcern/>).
- Be knowledgeable of campus resources and have in-depth knowledge of academic policy within your discipline.
- Read into what your students are saying.
- Ask "why". Challenge your students to justify their statements.
- Use open-ended questions. The advising sessions are not about you. Encourage the student to speak up.
- Be available.
- Set limits and help students understand them.

Guidelines for effective advisement – communication between advisors and students

Advising assignments

The School of Engineering makes advising assignments prior to the beginning of the Fall term. Typically, unless the student changes their major, they will remain with the same faculty advisor for the duration of their studies within the School of Engineering. To balance faculty advising loads, sometimes students are reassigned advisors. For unusual cases in where there is a personality “mismatch,” students can request an advisor reassignment from their department chairperson or program coordinator. Advising assignments are posted in students’ and faculty’s PAWS accounts.

Welcome message

Faculty and students are encouraged to introduce themselves upon learning of their advising assignment. School of Engineering faculty contact information is available on the TCNJ website directory and on the academic programs website. School of Engineering department offices in Armstrong Hall 147 and 181 can assist students in locating a faculty member’s office. Faculty teaching schedules and office hours are posted by their office door.

Required registration-related advising sessions

Every term, weeks prior to the registration cycle for the subsequent semester, School of Engineering students receive an advising hold that prevents them from processing registration related transactions. The Office of Records and Registration notifies students that an academic hold has been placed in their account. Upon receiving notification of the hold, students are to contact their advisor to set up a registration related advisement meeting. Advising holds will only be lifted following a formal *in-person* advising session in where the student and advisor agree upon course selection for the subsequent semester, and record the course plan in an Advisor Course Approval Form.

The following topics are to be covered registration-related advisement sessions:

- Academic Requirements Report review
- Course History review
- Transfer Credit report review
- Shopping cart selection

Developmental advisement

Developmental advisement refers to advisement conversations that aid in the holistic development of a student, covering a span that can transcend the academic realm. This type of advisement can be incorporated during the mandatory registration-related advisement sessions, or discussed at alternate times.

Possible Advising Session Discussion Topics

- College, School and Departmental policy review
 - Retention Policy
 - School and College-wide Probation and Dismissal
 - Withdrawal and leave of absence
 - Academic Integrity policy and Plagiarism
- Campus resources
 - Tutoring
 - Counseling services
 - CAS
 - Health services
 - Student financial services
 - Study abroad
 - Approval for taking courses at another institution
- Co-curricular student engagement
 - Study abroad
 - Internships
 - Summer REUs Research Experiences for Undergraduates
 - Research and Independent Study
 - Applications for employment and graduate school/professional school
 - Clubs/organizations
 - Athletics
 - Honor societies
- Transitioning to another major
 - How to transition external and internal transfer students into the plan
 - PAWS “What If Report”
 - PAWS “My Planner”

FREQUENTLY ASKED QUESTIONS – USING PAWS

What is the Academic Requirements Page?

The PAWS academic requirements page is a degree “audit” page. The top of the page lists academic information with program enrollment. The page lists all aspects of degree requirements. The page is a tool to assist students in tracking their progress towards completion of degree requirements.

Requirements that are already satisfied show as closed (collapsed); pending requirements show open (expanded). The planner is unique to the student, and showing completed and pending requirements, including processed transfer credit. A tutorial on how to use the report is available online (http://www.tcnj.edu/~it/paws/tutorials/CS_AAR/AAR.html).

What is the Course History page?

The PAWS course history page shows grades earned for every course completed at The College as well as accepted transfer credit. Courses can be sorted by term or name.

What is the Shopping Cart used for?

The PAWS shopping cart allows you to select classes that you are interested in taking prior to your registration window. Once classes are placed on the cart, you can use the validate feature to check requisites or class reservations. Adding classes to your Shopping Cart or using the validate feature **does not** guarantee enrollment, is not a waitlist, and does not give any priority placement into the course. Saving your selections to the shopping cart can help you narrow down your alternatives as you prepare for your registration advisement session. Once your registration window opens, you can use your shopping cart selections to register for classes.

I have a hold on my account. How do I clear it?

You can view holds in the “holds” section of the Student Center page of your PAWS account. If the box is blank, there are no holds posted on your account. The holds section will list any existing holds. By selecting the detail option, you can view the effective date of the hold and the department responsible for placing the hold. Please note that the hold can only be lifted by the department/unit that placed the hold. Please contact the office that placed the hold on your account if you have questions as to how to get the hold removed.

FREQUENTLY ASKED QUESTIONS – TRANSFER, ADVANCED PLACEMENT AND BY-EXAMINATION CREDIT

Can I take courses at another institution towards my major?

To ensure that courses taken at another institution will be transferable towards your current major, you should ensure that the course you want to take is a match to one of our offerings. Transfer equivalencies for courses from NJ community colleges are posted online (<http://www.njtransfer.org/>). If the course you want is from another institution, you should fill out a Course Authorization form (<http://www.tcnj.edu/~recreg/policies/documents/CourseAuthorizationForm.pdf>). Getting advanced authorization will ensure that the credit will be accepted by TCNJ, provided you earn a grade of C or above and have transcripts sent to The College.

How are transfer credits related to course units?

One course unit equals four (4) semester hours. For example, a 3 semester hour course will equal .75 course units. If you earn 3 transfer credits as the equivalent of a TCNJ course that is worth 1 course unit, you would have that course completed towards degree requirements, but only earn 0.75 course units towards the course unit total required of your degree program. You would need to make up the remaining 0.25 course units to satisfy degree requirements. You can do so with elective credit (regardless of content), or by taking an extra class in any subject that is worth at least 0.25 course units.

What is the maximum number of credits I can transfer to TCNJ?

You can transfer up to 16 course units (64 credits) from a community or junior college. You can transfer all credit from a complete AA/AS degree but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program. You can transfer up to 20 course units (80 semester hours) from all sources (four year institutions and community/junior colleges).

I am a new TCNJ transfer student. Who determines what transfer credit I am awarded?

If you are a transfer student, the Records and Registration office will evaluate credit from other institutions and post approved equivalencies to your PAWS account. Major-related course equivalencies are evaluated by the department chairperson, during Transfer Orientation. Requests for re-evaluation of Liberal Learning equivalent coursework must be forwarded to the Director of Liberal Learning, Prof. Robert Anderson (randerso@tcnj.edu).

I am a current TCNJ student who wants to take a course at another institution. Who determines what transfer credit I will be awarded?

Current students should determine transferability of courses prior to enrolling in another institution. If the course of interest is offered by a NJ community college, students can consult the equivalency tables listed on www.njtransfer.org (TCNJ must be set as the receiving institution; the sending institution is where you want to the course at). If the course is not offered by a NJ community college, then the student needs to present a course description and/or syllabus for consideration to either the department chair (for major requirements) or the Director of Liberal Learning (for Liberal Learning requirements), along with a Course Authorization form. Upon receiving approval from either their department or Liberal Learning Office, the form is submitted to the Office of Records and Registration

for further processing. The course authorization is conditional upon earning a grade of C or above from the offering institution. Transcripts need to be sent to TCNJ for credit to be applied to a student's account.

Does The College accept Advanced Placement credit?

The College publishes an annual table listing the minimum score required on an AP exam to obtain AP credit at TCNJ, and the course for which the credit is awarded for. The table is available online <http://www.tcnj.edu/~recreg/policies/advancedplacement.html>. Students must have their scores sent from ETS directly to the Office of Records and Registration.

How can I get credit for knowledge earned?

Departments *may* offer credit by examination for a particular course. If you are interested in obtaining credit by examination, please consult with the Department Chairperson with oversight over the course you seek credit for. If appropriate, the Chair will assign a faculty member to administer the exam. The student must complete a form available online (<http://www.tcnj.edu/~recreg/policies/tcnjexam.html>), and pay the required fee.

FREQUENTLY ASKED QUESTIONS – PREPARING FOR REGISTRATION

How many courses am I allowed to enroll in per semester?

The semester course load for School of Engineering students is adjusted every term, prior to the registration cycle, as follows:

Technological Studies

If cum GPA < 2.0 then term limit = 3 course units

If cum GPA \geq 2.0 then term limit = 4.5 course units

Engineering programs (including Open Options)

First semester students, term limit = 5 course units

If cum GPA < 2.0 then term limit = 3 course units

If $2.0 < \text{cum GPA} < 2.75$ AND earned course units < 25 c.u., then term limit = 4.5 course units

If cum GPA > 2.0 AND earned course units \geq 25 c.u., then term limit = 5.5 course units

If cum GPA \geq 2.75, then term limit = 5.5 course units

Note that semester course loads are conditional until posting of current semester's grades. If after posting of grades your semester load entitlement changes, you will be notified in early January or late August of your new load limit and asked to alter your registration accordingly.

Is there extra cost associated with taking more than the standard course unit load?

No.

How many courses am I allowed to enroll in for the summer?

You may take up to 3 course units over the summer.

Can I take courses at other institutions while concurrently enrolled at The College?

You can take courses at other institutions while concurrently enrolled at The College; however, note that you should not exceed the maximum term course load set by The College.

How can I enroll in independent study?

Students interested in pursuing independent study must first identify a faculty sponsor. In consultation with the sponsor, the student must complete both The College's application for Independent Study as well as the School of Engineering supplemental form. The School requires signature of the student, faculty sponsor, as well as chair and dean's level approval for consideration. Upon securing the required signatures, the form is forwarded to the Office of Records and Registration for further processing.

Can I check for completion of prerequisites prior to my registration appointment?

To confirm that you have fulfilled prerequisites, you can the "Validate" feature in PAWS. Instructions on how to do so are available online <http://www.tcnj.edu/~it/paws/documents/validate.pdf>. PAWS will conditionally allow for registration if you are currently enrolled in a prerequisite course. *Should you not pass prerequisite coursework, you will be asked to de-register from any courses for which you have not completed prerequisites for by the end of the add/drop period.* Students will be allowed to use transfer credit towards prerequisite completion, if appropriate. If the validate feature shows that you have not

completed a prerequisite but you believe it to be in error (ie, PAWS does not recognize transfer credit), please inform your respective department chair.

FREQUENTLY ASKED QUESTIONS – ACADEMIC POLICIES

How is the GPA calculated?

A student's grade point average (GPA) is based only on courses taken at The College of New Jersey. These include courses taken during The College's summer session and credits earned through the National Student Exchange program. Not included in the calculation of the grade point average are: courses below the 100 level; courses taken on a Pass/Unsatisfactory basis; audited courses; courses transferred from other institutions; and credits earned through international exchange/study abroad programs. The grade point average is calculated by dividing a student's total quality points by his or her total quality hours. Quality points are calculated by multiplying the number of credits for a course by the weight of the grade earned in that course.

What is the Dismissal Policy?

Students placed on academic warning or probation for two consecutive semesters or a total of three semesters are dismissed from the College. Students can appeal the dismissal decision. Details are available on the Records and Registration website.

What determines probation/warning status?

Good academic standing is achieved by attainment of the minimum required GPA (1.75 for up to 8 attempted courses and 2.0 for more than 8 attempted courses (excluding credits transferred from other institutions and classes graded with W's, P's and NCr's.). Failure to meet good academic standing places a student in academic warning or probation for the term. Students can only enroll in 3 course units per term while on probation or warning.

What are program Retention Standards?

The retention standards dictate the minimum acceptable grade/s in a set of specified courses for a student to be retained in the major.

What are the engineering programs Retention standards?

Retention in the engineering programs is based on the following performance standards in these "critical content courses": PHY 201 (C-); PHY 202 (C-), MAT 128 (C-). A student who does not achieve these minimum performance standards, earns a grade of F, and/or has an in-major cumulative GPA of less than 2.0 will be placed on the Engineering Programs Retention List. Placement on the Retention List for two consecutive semesters or three non-consecutive semesters will result in dismissal from the major. Students dismissed from the major may appeal for re-entry into the major.

What are the technology education Retention standards?

Retention in the technology education major is based on the following performance standards in these "critical content courses": ETE 261/Multimedia Design (C+); and TED 280/Introduction to Teaching Technology Education (C+).

What are the M/S/T Retention standards?

Retention in the M/S/T major is based on the following performance standards in these “critical content courses”: ETE 261/Multimedia Design (C+) and ELE 201/RAL221 (C+) for ELST and DHST majors; ETE 261/Multimedia Design (C+) and ECE 102/202 (C+) for ECST majors; and ETE 261/Multimedia Design (C+) and WRI 102/SPE 103/FSP (B) for SEST majors.

Can I repeat courses?

Courses may be repeated once. If a student wishes to repeat a course more than once, approval of the department chair of the student’s major and that of the department offering the course is required. Student must submit a completed Repeat of Course Authorization Form available online (<http://www.tcnj.edu/~recreg/policies/repeatingcourses.html>) to the office of Records and Registration.

How does repeating a course affect the GPA calculation?

School of Engineering majors who repeat a course will have the most current grade counted towards the GPA. The former grades still appear on the transcript, but are not used in the GPA calculation. Students must petition to have their GPA re-calculated by filing the Repeat of Course Notification Form available online (<http://www.tcnj.edu/~recreg/policies/repeatingcourses.html>). Note that this only applies to grades earned at TCNJ. Grades earned at another institution are not counted towards the GPA.

FREQUENTLY ASKED QUESTIONS – REGISTRATION PROBLEMS

When I try to enroll in a class, I get an error stating that there is a hold in my account. How do I clear the hold?

As a condition for registration, School of Engineering students are required to meet with their academic adviser to agree upon course selection for the subsequent term. The School of Engineering places advising holds on every student in our majors. Faculty advisers lift the advising holds once students have met with them to discuss course selection. Students with other kinds of holds (health services, financial, etc) will not be allowed to register until the holds are cleared, and should contact the office responsible for placing that hold for assistance.

The class I want has seats available, but I cannot secure a seat because they are reserved. What does this mean?

Please note that some seats are reserved for student cohorts (students in particular majors or class standing). While a section may have open seats, note that if the seats are reserved for a group that you do not qualify for, you will not be able to register for that section. PAWS will return an error message to inform you of the reason.

I am supposed to enroll in a course offered by the School of Engineering, but all sections are closed. How can I get a seat in the class?

Students who are successfully following the recommended semester by semester plan for their program, taking every course as per the sequence each term, should be able to secure a seat in the required School of Engineering courses (not necessarily in your choice of section). Please contact your department chairperson or coordinator if you qualify for the above criteria but are closed out of a required School of Engineering course. We will accommodate students who inform us of the above *during the official registration window*. We may not be able to accommodate students who entered their program on a Spring term or are taking courses out of sequence. *We may not be able to accommodate students who request registration into closed School of Engineering classes beyond the registration window.*

I am supposed to enroll in a course offered outside of the School of Engineering (Science, Business, Liberal Learning), but all sections are closed. How can I get a seat in the class?

Students who are successfully following the recommended semester by semester plan for their program, taking every course as per the sequence each term, and are closed out of School of Science courses, should contact the chairperson of the department offering the course. You should ask to be placed on a wait list, if available. Please also inform your major's chairperson or coordinator so that they can advocate on your behalf.

The School of Engineering cannot assist you with closed Liberal Learning courses. This includes IDS 252. Please contact the chairperson of the department offering the course to request assistance *if you have an extenuating circumstance for doing so* (ie, you have only one semester left to graduate and all courses with the domain and civic responsibility that you require are closed). If the department offering

the course cannot assist you, please contact the Director of Liberal Learning to discuss the impact of this issue on your graduation plans.

I cannot enroll in a class because I do not have the proper prerequisites; however, I can prove my knowledge of the prerequisite content. Can I still get signed into the class I need?

Certain circumstances may qualify a student for a waiver of prerequisite for School of Engineering courses. If so, please request a waiver from your respective department chair or coordinator. You will have to substantiate your request to be considered for approval, and obtain all the necessary signatures as required by the form. If granted approval, you can obtain an authorization number (in advance of your PAWS registration appointment time) from your department chairs to bypass the requisite requirement necessary to register on PAWS during your appointment time.

How do I get authorization to register for two classes that overlap in meeting times?

Only under extenuating circumstances (ie, graduating seniors) a student *may* request authorization to register for two classes that have a slight overlap in meeting times. One of the instructors of the overlapping courses needs to agree to alternate meeting plan with the student. If so, please request an Alternate Meeting Time Request Form from your respective department chair or coordinator. You will have to substantiate your request to be considered for approval, and obtain all the necessary signatures as required by the form. If granted approval, you can obtain an authorization number (in advance of your PAWS registration appointment time) from your department chairs to bypass the time conflict error and be able to register for both classes on PAWS during your appointment time.

I am an engineering management student. I need to take School of Business courses required of my major; however the offerings show up on PAWS as closed to non-majors. How can I get permission to enroll in the Business courses that I need?

Engineering management students who need to register for a required School of Business course (closed to non-majors) must obtain a memo requesting accommodations from the program coordinator. The memo is turned into Ms. Erica Kalinowski, School of Business Coordinator of Student Services. Ms. Kalinowski will either pre-register you, or give you an authorization number for the course you are required to take.

FREQUENTLY ASKED QUESTIONS – LIBERAL LEARNING REQUIREMENTS

What are the Liberal Learning requirements?

Students at The College have three options for completing Liberal Learning requirements. Option A involves completing an approved 6-8 course interdisciplinary concentration. Option B involves completing a self-designed 6-8 course interdisciplinary concentration. Option C involves completing a 9 course set of distribution requirements. All of these options include completion of a writing intensive course for first semester students (FSP or first seminar), an online information literacy tutorial (IDS 102) and fulfillment of the civic responsibilities requirement (either through a sustained experience, or as an attribute of the Option A, B, or C, or FSP coursework). The FSP may satisfy one of the Option A, B or C course requirements.

How are Liberal Learning requirements fulfilled for engineering majors?

Every engineering program at The College requires 6 courses that count towards the set of distribution requirements. Most engineering students at TCNJ complete Liberal Learning requirements through Option C. These students must choose 3 courses (in addition to major requirements) to complete the Liberal Learning requirements, as follows:

- Literary, Visual & Performing Arts **or** World Views and Ways of Knowing elective
- Behavioral, Social or Cultural Perspectives **or** Social Change in Historical Perspectives elective
- Social Change in Historical Perspectives elective

Students must also complete IDS 102/Information Literacy Proficiency and a First Seminar (FSP) course during their first semester at TCNJ. An FSP from the above mentioned categories can fulfill the respective elective requirement. In addition, students must satisfy the following civic responsibilities (either through a sustained experience, or with any of the above mentioned electives, the FSP or additional coursework)

- Race & Ethnicity
- Gender
- Global Awareness

FREQUENTLY ASKED QUESTIONS – SWITCHING MAJORS

Who do I speak to about switching my major?

You should approach your advisor with your interest in switching majors. You should explore your interests by requesting an appointment with the chairperson of the department or the assistant dean of the school offering the major you are interested in.

Can I switch between majors offered within the School of Engineering?

If you are interested in switching to another major offered within the School of Engineering, you should speak with the chair of the department offering the major that you want to switch into. Some programs are at maximum enrollment capacity and may not be able to accept you into their major. The School of Engineering will consider applications for changes of major at the beginning of the Fall and Spring terms. Decisions will be announced to students prior to the registration cycle. School of Engineering Open Option students will be allowed to switch into their major of choice within their first year of enrollment at The College.

I have decided to change my major, but I still have a School of Engineering hold. My advisor will not lift my hold until I meet with him/her. Why do I still have to meet with a School of Engineering advisor if I no longer want to pursue a major within that school?

Making the decision to switch majors and taking classes required of your new interest is not the same as actually processing a change of major. You will need to fill out a change of major form and secure the approval and signature of the chair of the department offering the major of interest. The form is sent to the Office of Records and Registration for further processing. Records and Registration processes change of major forms twice per year, in early Fall and early Spring. Please check the academic calendar for submission deadlines. As long as you remain a School of Engineering student (ie, your PAWS account shows your major as one within our school), you must abide by School of Engineering policies and procedures, regardless of your intent to switch out of a School of Engineering major. We will continue to place advising holds and expect you to meet with an academic adviser to review registration plans. Your new program of interest cannot lift a School of Engineering hold.

FREQUENTLY ASKED QUESTIONS – CAMPUS RESOURCES

I am having a hard time adjusting to the academic demands of my major. Who is available to help?

The Center for Academic Success provides academic assistance programs which strengthen academic performance and promotes student success and retention. Personalized academic coaching is available for students needing assistance with time management, effective reading, test taking, academic motivation, and a host of other study skills. Academic Enhancement Workshops are offered intermittently throughout the year and teach innovative strategies and techniques to assist students with their own unique challenges and experiences. The Center can also provide resource and support in choosing academic courses.

What tutoring services are available to students?

The College's Tutoring Center is located in Roscoe West Hall. The Center offers one-on-one tutoring, drop in tutoring and study groups in a variety of subjects. Tutoring services are free to students and tutors are trained and paid for their services. Please note that tutoring availability for upper level coursework may be limited. The School of Engineering is piloting a volunteer tutoring program in Armstrong Hall. Information is available on the School of Engineering website.

What study abroad opportunities are available School of Engineering students?

If you are interested in studying abroad, please visit The College's Global Programs website to begin to explore your options. There are opportunities for summer, term or year study abroad, across all fields. Please mention your study abroad interest to your academic adviser. It will be important to plan course selection early to accommodate your travel plans.

CONTACT INFORMATION

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