

# Tuskegee University Academic Advising FAQs

## 1. Who is my Academic Advisor?

- If you entered as an Undecided you will be housed in the College of Arts and Science. Dr. Joe Jimmeh (Academic Advisor to the Undecided – contact 334-725-2334 for additional information).
- If you have declared a major, a Faculty Advisor in your major will be your Academic Advisor. Contact the Academic Advising Coordinator in the Department of your major to locate your Academic Advisor.
- The Academic Advising Coordinators are listed in your Orientation course textbook.

## 2. Why do I need an Academic Advisor?

- Your Academic Advisor is the person with the skills and experience that will provide the academic guidance that is needed in order to be successful as a student. He/She will also help in ensuring you fulfill your General Education Core Course requirements and Major core requirements. They are also a good source of information regarding internships, careers and/or extracurricular activities (Honor societies, clubs) that will enhance your overall growth and development as a student.

## 3. How important is my Faculty Academic Advisor?

- -Recommend appropriate course sequencing of courses on your schedule.
- -Knows the correct prerequisites.
- -Familiar with the type of work involved in a course and can recommend a balanced course load.
- -Experts in their field of study and can advise accordingly.
- -Can assist you with course waivers, substitutions, etc.
- -Can assist you in academic planning related to your abilities and interests.
- -Convey and interpret the University's academic rules and regulations, academic prerequisites, programs, majors and courses of study.
- -Refer you to related offices (personal counseling, career planning, tutorials, etc.) as appropriate.
- -Can offer great professional networking opportunities.

## 4. If I can register myself do I still need to see my Academic Advisor?

- Yes. It is very important that you meet with your Academic Advisor 2 – 3 times per academic year. Students who does this tend to be more successful. Your advisor will help to ensure that you take courses in the appropriate order to increase the likelihood you will

graduate on schedule. **NB:** Some courses are offered only once per year. Working with your Academic Advisor will ensure you don't miss a needed course. Your advisor can also serve as a mentor, providing valuable information about your chosen field.

**5. I am confused as to what major to pursue? Is there an assessment tool I can use to assist me?**

- Yes. It is called “**FOCUS**” and is available through our Career Development and Placement Office.
- **FOCUS** is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers.
- **Webpage:** <https://www.focuscareer2.com/Portal/Login.cfm?SID=316>
- Don't be hard on yourself as many students arrive in College and are unsure what to pursue.

**6. How do I change my Major?**

- You can change your major by filling out the “**Change of Major Card**” in the Office of the Registrar. (An electronic version is being developed). You must first meet with the Department Head of the desired major and discuss your interest. Some major have specific CGPA requirements. You will be assigned a new advisor in the department of your new major.

**7. When can I change my major?**

- New Freshmen are encouraged to delay changing their major until their second semester (Spring). Each Spring semester we host a “Declare a Major/Change of Major” Day during which time students have the opportunity to interact with Department Heads and Deans. The transcripts of students not achieving the required CGPA will be reviewed end of the second semester of their first year.
- Returning students with the required CGPA can meet directly with the Department Head for the Major of interest and discuss their intent.

**8. How do I obtain a Transcript?**

- Official transcripts (in person) are provided through the Registrar's Office, located at **136 Kresge Center**. Electronics copies can be order at: [www.tusegee.edu/transcripts](http://www.tusegee.edu/transcripts). The cost is \$11.50 per copy. You can also print an unofficial copy from your Tigerweb account. If you have a financial hold, you **cannot** obtain a copy of your Transcript.

- 9. How many credit hours must I take to be considered full-time?**
  - A student must be enrolled in 12 semester hours to be considered a full-time student.
  
- 10. If I stop going to class will it be dropped for me?**
  - **No.** You must complete the “Drop” Form with appropriate signatures. Failure to do so will result in a grade of **F** which negatively impacts your overall CGPA.
  
- 11. Where can I find my Midterm and/or Final Grades?**
  - You can view your grades via your Tigerweb account. If you have a financial hold **you cannot** view your grades. The University does not mail grades to your home address. You must provide your parents with access to your Tigerweb or Blackboard account.
  
- 12. Where can I get a copy of my schedule?**
  - You can login your Tigerweb account or obtain a printed copy from OneStop or the Office of the Registrar.
  
- 13. If I have a time conflict on my schedule, who should I notify?**
  - You should notify your Academic Advisor.
  
- 14. How do I activate my University email?**
  - Contact Campus Technology at 334-727-8040
  - Additional steps provided in the Appendix of your Freshman Orientation Course Textbook.
  
- 15. What is “Good Academic Standing?”**
  - A status in which a student has a cumulative grade point average (CGPA) of 2.00 or greater.
  
- 16. What is Academic Probation?**
  - A student who fails to earn a CGPA of at least 2.00 at the end of any academic year will be on academic probation during the subsequent academic year.
  
- 17. What is Academic Suspension?**
  - A student whose CGPA falls below 1.00 will be promptly suspended from the University. Such a student shall not serve a probationary period. A student who fails to meet the minimal academic requirements of the University will be suspended for at least one semester (excluding the summer term). After this period of time, upon re-applying, he/she

may be re-admitted on probation provided he/she has a satisfactory campus citizenship record. Each petition will be considered on its merits. **Re- instatement is not automatic.**

**18. What is Academic Dismissal?**

- A student who fails to meet the minimal academic requirements of the University for a second time will be dismissed.

**19. What does it mean to be on Financial Aid Probation or Suspension?**

- There is a policy on "Satisfactory Academic Progress" to determine a student's eligibility to receive financial aid which is separate from the above policy on academic actions. The student should consult his or her Financial Aid Counselor regarding the policy. [http://www.tuskegee.edu/academics/academic\\_services/financial\\_aid/contact\\_us.aspx](http://www.tuskegee.edu/academics/academic_services/financial_aid/contact_us.aspx)

**20. I need to Withdraw from the University, what do I need to do?**

- A student desiring to withdraw from Tuskegee University must report to the Registrar's Office and complete the official withdrawal form. A copy will be given to the student for his/her records. The Registrar's Office initiates the withdrawal procedure. The effective date of withdrawal is the date the form is completed and given to the Registrar. The Registrar will process the withdrawal request and the student will receive "W" grades on his/her transcript. The "W" grade gives no credit, therefore, it does not affect the student's grade point average. The Registrar in turn notifies the College Dean, instructor, Director of Financial Aid, and all others who need to know of the withdrawal.

**21. I received a "Starfish Flag", what is it and what do I do?**

- "Starfish Early Warning Alert" is a mechanism used by the University's Faculty Instructors to inform students who are at risk of failing academically. If you have "never attended", "stopped attending", earned a "low score" on a quiz/test, at risk of failing" and/or require "tutoring" and/or "personal counseling" as determine by your Faculty Instructor – a Starfish Flag will be raised out of care and concern for you.
- You are required to respond to the directions provided in the email received regarding the Starfish Flag. Additionally, you will be provided with information about available student support services that will aid in your academic success at Tuskegee University. Failing to follow through impacts your academic success.
- Starfish Flags are sometimes raised because of your **outstanding performance** or improved progress in your courses. In such cases you will receive "Kudos" from your course Instructors.

**22. How do I set up my email accounts?**

- Setting up and regularly using your TU email accounts is very important and required by all students, faculty and staff. The steps required to do so will be discussed during New Student Orientation. You may also review the steps in the Appendix of your Orientation course textbook or contact Campus Technology at 334-727-8040.

**23. I want to take classes way during the summer, what should I do?**

- A completed Transient Student Form, available from your College Dean's Office is required. There are specific requirements that must be fulfilled prior to doing so. Speak directly with your assigned Academic Advisor prior to taking any courses away from the University during the summer. This process will also be discussed in your Freshman Orientation course. If you have prior transfer credits, the additional number you can take away will be impacted.

**24. Is it possible to pursue a Dual Major at Tuskegee University?**

- Yes, students may pursue dual majors for which curricular sheets are on file with the Registrar. The student must meet the minimum grade requirements for the dual major as stipulated on the curricular sheets in the Offices of the Dean and Registrar.

**25. How do I obtain approval to substitute a course(s)?**

- Requests to substitute required courses in a curriculum must be submitted, with justifications, to the Dean of the College in which the student is enrolled. If the Dean approves a request, the Dean notifies the Registrar. Each student must officially clear all substitutions by the first Friday in November for the first semester, by the first Friday in March for the second semester, and by the first Friday in July for the summer term.

**26. I was away from the University for over one (1) year. What should I do if I plan to return to the University?**

- A student not regularly enrolled in two consecutive terms is required to apply for re-enrollment at least one month before the opening of the term in which enrollment is desired. The forms for re-enrollment may be obtained from the Registrar's Office, or the student may submit a written request.
- A student who withdraws from the University or from a professional program for any reason must apply for re-enrollment through the Registrar. The Registrar will refer the application to the appropriate College Dean for approval before action is taken on the request. Permission to re-enroll will not be granted unless the dean is satisfied that the student withdrew for sound and substantial reason(s).

**27. What happens if I am caught cheating ?**

- Honesty in academics, as well as in other matters, is expected of everyone at Tuskegee University. It is the obligation of all to adhere to this standard. Individuals are not expected to cheat or be dishonest, not to create the appearance of being dishonest, and not to contribute to or condone the dishonesty of others. Dishonesty, such as cheating, plagiarism, forgery, or knowingly furnishing false information to officials of the University will not be tolerated. **The penalty could include failure in the course and possible dismissal or suspension from the University.**

**28. What is the minimum and maximum course load I can take during the Fall and Spring semesters as a full-time student?**

- The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. A student who registers for less than the minimum load is classified as a part-time student.
- A normal load for a full-time undergraduate student in good standing shall not exceed nineteen credit hours per semester exclusive of ROTC, choir and band. An additional fee is charged for each credit hour beyond 19 in accordance with the prevailing fee schedule.
- Students classified as Juniors or Seniors with a **CGPA of 3.0** must seek approval from their Dean's Office to enroll in the maximum overload of **22** credits.

**29. My CGPA has fallen below 2.0. How many credits am I permitted to take?**

- Students whose cumulative grade point averages fall below 2.00 may not exceed fifteen (15) credit hours.

**30. How do I make the Dean's List?**

- To be eligible for the Dean's List, a student must have the following:
  1. A minimum overall grade point average of 2.00 (C).
  2. Achieve a grade point average of **no less than 3.25** for a given semester.
  3. Pass at least 12 semester hours for a given semester unless the official curriculum in which the student is enrolled required less than 12 hours.

**31. What are the different types of academic Honors at Tuskegee University?**

- **Honor Roll:** In recognition of academic excellence and for the promotion and encouragement of scholarly work, there will be published during the fall semester an Annual Honor Roll based upon the work of the preceding school year. To be eligible, a student must have a cumulative grade point average of at least 2.00 ( C ) **and** a grade point average of no less than 3.25 for the school year during which his/her eligibility is determined, and **must have passed at least 12 semester** hours each semester.
- **University Scholar:** Each year, one student will be designated as a University Scholar in each of the colleges. To qualify as a University Scholar, a student must:
  1. Be eligible for the Annual Honor Roll.
  2. Be the top ranking student who has completed at least 90 hours but no more than 110 hours in the college.
  3. Show exemplary personal qualities as attested by the Dean of his/her major area.
- **Eminent Scholar:** The student who has maintained a grade point average of 4.00 qualifies as an eminent scholar. If fewer than three students have a cumulative grade point average of 4.00, then the three students achieving the highest cumulative grade point average will be selected. All eminent scholars must also qualify for the Annual Honor Roll.

**32. What type of Honor can I qualify for during Graduation?**

- To be eligible for graduation with honors, a student must have been in residence for at least three semesters, excluding the semester in which he/she qualifies for graduation and must have completed 45 semester hours at Tuskegee University. In the calculation of residence, two summer sessions of full-time enrollment in each session are considered the equivalent of one semester.
- Candidates for honors must qualify one semester prior to commencement. Incomplete grades must be cleared for Honors consideration.
- Required CGPA. **NB:** We do not “round off” CGPA’s

3.75 .....	Summa Cum Laude
3.50 .....	Magna Cum Laude
3.25 .....	Cum Laude

**33. Does Tuskegee University accept AP, IB, Dual Enrolled and/or College Credits?**

- Yes. AP scores of 3 or above, IB scores of 4 or above and College Credits with a grade of “C” or higher. The course(s) must be similar to those taught at Tuskegee University.
- We do not accept remedial or elementary courses.

**34. I have a financial hold, what should I do?**

- Meet with a Bursar Representative in the Bursar’s Office which is located on the first floor of Kresge Center or at TU OneStop Central, located in Margaret Murray Washington Hall.

**35. How many credits do I need to be classified as a Freshman, Sophomore, Junior and Senior?**

- **Freshman Classification:** 0-30 credits hours
- **Sophomore Classification:** 30 but less than 60 credit hours. The highest classification in a pre-professional program is sophomore.
- **Junior Classification:** 60 hours but less than 90 credit hours
- **Senior Classification:** At least 90 hours

**36. Who should I contact if I want to Study Abroad?**

- Dr. Rhonda Collier, Interim Director of Global Studies | Phone: 334-727-8953
- [http://www.tuskegee.edu/tuskegee\\_university\\_global\\_office.aspx](http://www.tuskegee.edu/tuskegee_university_global_office.aspx)

**37. I received special accommodations for my learning or physical disability during high school. Who should I contact regarding this at Tuskegee University?**

- Mrs. Ardelia M. Lunn | TU Wellness Center | 334-727-8147 | [amlunn@mytu.tuskegee.edu](mailto:amlunn@mytu.tuskegee.edu)

**38. I am a Veteran or Dependent of a Veteran. Who should I contact regarding my benefits at Tuskegee University?**

- Mrs. Warrenna Millon | TU Wellness Center | 334-727-8238 [wmillon@mytu.tuskegee.edu](mailto:wmillon@mytu.tuskegee.edu)

**39. Who has access to my Academic Records as a student?**

- Tuskegee University complies with the Family Education Rights and Privacy Act of 1974. One key component of this act is that a student's academic record may not be released to any party without the written consent of the student. *If you wish for your parents to have access to your academic records the Record Release Form must be completed and filed with the Office of the Registrar. Speak with a Staff representative in the Office of the Registrar (334-727-8505)*
- Official records are not open to the public and will not be released without the consent of the student. However, certain directory-type information may be released to the public on all students unless individual students state in writing to the Office of the Registrar that they do not wish for the information to be released. Such directory-type information may include name, address, telephone number, date and place of birth, major participation in activities, dates of attendance, degrees and awards received.
- Academic information is confidential. However, in order for the university to serve our students, academic information is shared with university administrative offices and academic advisors for the purpose of providing these services to the student.

**40. Can I repeat a course I failed or passed?**

- A student may repeat courses in his/her major area of specialization to satisfy minimum achievement requirements of the College or department. This may involve specific courses or a pattern of courses prescribed for re-admission into certain areas. In such cases, all grades are included in the computation of cumulative grade point average.
- If the above situation does not apply, a course **may not be repeated** for academic credit when a student has earned a grade of "C" or better in it.

**41. I'm having challenges in my courses, what should I do?**

**For academic based challenges**

- See your Instructors immediately during his/her Office hours.
- Visit Tuskegee University's Center for Academic Excellence and Innovative Learning (T-CAEIL) | 70-127 John A. Kenney Hall (Bioethics Center) | 334-725-2392 | [tcaeil@mytu.tuskegee.edu](mailto:tcaeil@mytu.tuskegee.edu)
- Schedule a meeting with your assigned Academic Advising and discuss your concerns.
- Regularly and consistently utilize the available services, including tutorials.

**For personal challenges**

- Schedule a meeting with one of our professionally trained Counselors at 334-727-8244

**42. I have additional questions/concerns not listed in this FAQs, where can I send these questions?**

- Send an email to [aadvising@mytu.tuskegee.edu](mailto:aadvising@mytu.tuskegee.edu). A response is provided within 24 hours.