WHAT IS

Your GOAL?
Procrastination is the bad habit of putting off until the day after tomorrow what should have been done the day before yesterday.

Napoleon Hill
IMPORTANT!!!

- Make an appointment to see my Academic Advisor
- Obtain a copy of my Curriculum Balance Sheet
- Print a copy of my transcript if I have Transfer Credits already posted, if not, tell my Advisor I have credits pending
- Discuss courses I am currently enrolled in Fall 2015.
- If I dropped a course, discuss this with my Advisor. If it is offered in the Spring I should preregister to take it again.
- Once my Advisor and I discuss my courses for Spring 2016 I should then select the courses using the steps provided on Slides 2 – 9 of this Powerpoint.
- After I preselect my classes I should complete the Change in Registration Form – take it to my Advisor and have him or her add the classes to the Computer System. (Datatel) from his or her Office.
- If a Class section is closed I must get permission from the Instructor to be allowed in that class using the Add Form. It is the Professor’s decision to allow an overload in his/her class.
- **If I have a Financial Hold, I cannot preregister and must see the Bursar at OneStop or Kresge.**
- **All students must be REGISTERED & FINANCIAL CLEARED to be in the DORM and ATTEND CLASSES! You must have at least 12 credits to be considered full time!**
- I have until **January 3, 2016 to preregister without a late fee of $300.** Therefore, I cannot delay the process. I must ensure that I preregister before going on the Christmas Holiday Break because I am not able to preregister myself Online while I am away from Campus.
List all the courses in which I am enrolled this Fall. See sample on next slide.

Make sure I update your Curriculum Balance Sheet every semester.

Following the posting of Fall semester Final Grades, if I failed a course for which a grade of “C” or higher is required I must repeat that course the next semester it is offered.

- ALL courses with an “F” MUST be repeated at TU.
- Do not repeat a course for which a grade of “C” or better has been earned.
- Speak with my Advisor about other courses for which I receive a “D” grade, however:
  - ENGL 101/102 “D” or “F” ?– I MUST repeat ENGL 101
  - MATH 107 “D” or “F” ? – I MUST repeat MATH 107
  - OREN 100 “D” or “F”? – I MUST repeat OREN 100 [It will be offered ONLINE ONLY in the Spring and Summer. Permission is required. Send an email to Dr. Bromfield and she will add you to OREN 100-08 or OREN 101]
  - [New Freshmen must preregister for OREN 101 during Spring 2016]
  - [Transfer students (30+ credits) are only required to take ONE semester of OREN T-100]

I must see my Academic Advisor the **VERY FIRST week of the Spring 2016 semester** to make the necessary changes to my schedule before classes start on **Wednesday, January 6th**.

**Last Day to Add, Change Schedules and Make Financial Arrangements with Bursar**
- **Friday, January 8th**
- **Re-instatement period for Spring 2016**
- **Tuesday-Wednesday, Jan 12-Jan 20**
If you have a Financial Hold you cannot get any classes put in the system until you have met your financial obligation.

**HOWEVER**

You should still meet with your Academic Advisor and do the following:

- Discuss your Courses for Spring 2016
- Pre-select your courses
- Complete the Registration Form
- Obtain the appropriate signatures on the Registration Form
- Scan and send a copy of that form to advising@mytu.tuskegee.edu. **IF** you are Financially Cleared during the Holiday Break and before the University reopens on 1/4/15 an attempt will be made to get you preregistered.
  - Some Course Sections might be closed but every effort will be made to ensure you have at least 12 credits. You can make changes to your schedule when you return to Campus.
- There is a late fee of $300 after January 3, 2016
TUSKEGEE UNIVERSITY PRESENTS

DR. ROBERT J. NORRELL

A CRITICAL REAPPRAISAL OF BOOKER T. WASHINGTON: A SYMPOSIUM

NOVEMBER 16 | 9:00 A.M.
KELLOGG HOTEL & CONFERENCE CENTER AUDITORIUM
FREE ADMISSION - OPEN TO THE PUBLIC

CLICK "TIGERWEB"
Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the WebAdvisor system.

CLICK “Students”
The following links may display confidential information.

**User Account**
- I'm New to WebAdvisor
- What's my User ID?
- What's my password
- Change Password
- Address Change

**Financial Information**
- Make a Payment
- Account Summary
- Account Summary by Term
- View My Payment Plan Schedule
- 1099 Electronic Consent
- View My 1099-T Forms
- View My 1098-E Forms
- View My T4A Information
- Bank Information (Canadian)
- TMS Payment Plan

**Communication**
- My Documents
- E-mail My Advisor(s)
- My Email

**Registration**
- Search for Sections
- Register for Sections
- Register and Drop Sections
- My Registration Status

**Academic Planning**
- Plan Courses
- Program Evaluation
- Application for graduation
- Degree Works
- Graduation Clearance Status

**Financial Aid**
- Financial aid status by year
- Financial aid status by term
- Financial Aid Paper Correspondence Option
- Financial aid award letter
- Financial Aid Shopping Sheet
- Accept or reject my financial aid awards
- Change my requested loan amount

**Academic Profile**
- Grades
- Grade Point Average by Term
- Unofficial Transcript
- Program Evaluation
- Test Summary
- Application for graduation
- My class schedule
- My profile
- Degree Works
Select Courses from “Subject” and click “Submit” [bottom of the screen]

You do not have to fill out any other information at this point

<table>
<thead>
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<th>Subjects</th>
<th>Course Levels</th>
<th>Course Number</th>
<th>Section</th>
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<td>Engl &amp; Foreign Lang</td>
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Term: Spring Semester 2016

Starting On/After Date: 
Ending By Date: 

Sections Meeting After: 
Sections Ending Before: 

Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ] Sat [ ] Sun [ ]

Course Title Keyword(s): 

Location: Academic Level: 

Instructor’s Last Name: 

SUBMIT
The **Section Selection Results** below is from **Fall Semester 2015**. It is just an example in preparation of what Spring Semester 2016 will look like. Access is scheduled for October 14th so you can preselect your classes, if not, it will occur no later than **Monday, October 16th**. **NEW FRESHMEN** and **TRANSFERS MUST SEE their Advisors to put in their Schedules.**

**NB:** Pay close attention to the information under each main heading. Under “Status” you will see if the class is “OPEN” or “CLOSED”. Under “Available/Capacity” you will see how much seats are left versus the “Total #” allowed.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
<th>Academic Level</th>
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<td>Open</td>
<td>ENGL-0101-31 (004167)</td>
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<td>08/20/2015-12/15/2015 Lecture Tuesday, Thursday 01:00PM - 02:30PM, National Center of Bioethics, Room 70-210</td>
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<td>M. Henderson</td>
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<td>E. Blount</td>
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<td>Olson, M.</td>
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<td>K. Miller</td>
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**Sophomore 1st Sem**

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**Junior 1st Sem**

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**Senior 1st Sem**

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<tbody>
<tr>
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<td>SOCI Upper Level Elec</td>
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*PLACEMENT BY TEST RESULTS*  
# GRADE OF 'C' OR BETTER REQUIRED  
revised Oct 9 2009

**Core Curriculum Requirement**: cc
1. **Curriculum Balance Sheet** (Obtain from your College/School Department or Dean’s Office)

2. Copy of your TU Transcript, if credits have been posted. This is available from Tigerweb.

3. Inform your Academic Advisor if you have credits pending to be posted to your TU Transcript.

4. **Change in Registration Form**

5. **Add/Drop Form**

*Attached separately or you can get a copy from OneStop or Office of the Registrar’s Service Counter*
Find a quiet place to work!
- Obtain a blank sheet of paper and spend quality time preselecting your classes.
- Pay attention to the Section numbers, times and days for each class.

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<th></th>
<th>MONDAY</th>
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<th>THURSDAY</th>
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<td>ENGL 102-01</td>
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Instead of “I don’t know...”
OR

I AM CONFUSED
ASK FOR HELP!

“May I please have some more information?”

GO TO THE SOURCE!
DON’T KNOW YOUR ACADEMIC ADVISOR?

CONTACT THE ACADEMIC ADVISING COORDINATORS ON THE NEXT SET OF SLIDES
CBIS – Academic Advising Coordinator

Andrew F Brimmer College of Business and Information Science
Ms. Tiombe D. Jones
Management Instructor
Tuskegee University
400B Brimmer Hall
Tuskegee, AL 36088
Phone: 334-727-8712
Email: tjones@mytu.tuskegee.edu
CBIS Website -
http://www.tuskegee.edu/academics/colleges/cbis.aspx
CAENS – Academic Advising Coordinator

College of Agriculture, Environment and Nutrition Sciences - CAENS
Dr. Ramble Ankumah
Associate Dean for Academic Advising
Tuskegee University
Campbell Hall
Tuskegee, AL 36088
Phone: 334-727-8400
Email: rankum@mytu.tuskegee.edu
CAENS Website -
http://www.tuskegee.edu/academics/colleges/caens.aspx
CAS – Academic Advising Coordinator

College of Arts and Sciences  
Dr. Adaku T. Ankumah  
Associate Professor  
Tuskegee University  
70-310 John A. Kenney Hall  
Tuskegee, AL 36088  
Phone: 334-727-8104  
Email: ankumahat@mytu.tuskegee.edu  
CAS Website -  
http://www.tuskegee.edu/academics/colleges/clae.aspx

*Academic Advising Coordinator for English, History, Political Science, Psychology, Social Work and Sociology
College of Arts and Sciences
Dr. Albert Russell
Associate Professor
Tuskegee University
40 Carver Hall
Tuskegee, AL 36088
Phone: 334-727-8876
Email: arussell@mytu.tuskegee.edu
CAS Website -
http://www.tuskegee.edu/academics/colleges/clae.aspx
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“DECLARE A MAJOR DAY” Event – Spring 2016

Speak with Dr. Jimmeh regarding your Major of interest
- advising@mytu.tuskegee.edu [Academic Advising Questions]
- registrar@mytu.tuskegee.edu [Transfer credits status]
Thank you for your attention!
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Towards YOUR Success!

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