
Student Advising Handbook

College of Arts & Sciences

Student Success Center (CAS SSC)

Henderson Hall room 202

931-372-3610



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Welcome to the

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is comprised of the following departments:

Biology/Wildlife Fisheries

Chemistry

Communication

Earth Sciences

English

Foreign Languages

General Curriculum

General Computer Science

General Engineering

General Pre-law

General Health Studies

History

International Business and Cultures

(joint with College of Business)

Mathematics

Physics

Sociology/Political Science

The College of Arts and Sciences Student Success Center is an advising center to help students along the way to graduation.

Why advising centers?

- Students have a professional advisor to help navigate their first years
- Enhance quality of undergraduate student experience
- Student will have a faculty mentor to guide them in their major, particularly in their junior and senior years
- Increase degrees conferred and retention; reduce time-to-degree
- Focus on incoming student quality and diversity
- Student Success Center is the place to ask questions and get help- - now and later

SSC Advisors Will:	Faculty Mentor Will:
Advise freshmen & sophomores	Help transition from student to professionals
Monitor requirements	Provide career information
Track Gen Ed Core classes	Answer Graduate school questions
Select foundation classes-prerequisites	Student research or internships
Add/drop, change of major forms	Promote student research
Substitution, request for exception forms, other academic paperwork	Conduct research for grants
Keep up to date on current advising information	Assist students with non-academic issues (networking, recommendations, current innovations in field, possible jobs, interviews)
Answer questions about schedules	
Release alternate pins	
Sign advisement forms	
Answer questions on policy	

Academic Advising

How do I find my Advisor's Name?

Go to Eagle Online, click on Student Tab. Select "Registration" *BE SURE TO SELECT THE CURRENT TERM OR IT WILL NOT PULL THE CORRECT INFORMATION.* Click "View Registration Times..."

If you don't have an advisor listed by the beginning of the semester, contact the SSC at 931-372-3610 or come by Henderson Hall room 202.

The A&S Student Success Center in Henderson Hall advises students in the following departments:

Biology	Freshmen and sophomore students
Communication	Freshmen and sophomore students
Earth Sciences	Freshmen students
English	Freshmen and sophomore students
General Computer Science	Freshmen and sophomore students
General Curriculum	Freshmen and sophomore students
General Engineering	Freshmen and sophomore students
General Health Studies	Freshmen and sophomore students
General Pre-Law	Freshmen and sophomore students
History	Freshmen and sophomore students
International Culture and Business	Freshmen and sophomore students
Mathematics	Freshmen students
Political Science	All students
Sociology	All students
Special Non-Degree Students	All students
Wildlife Fisheries	Freshmen and sophomore students
Chemistry, Foreign Languages and Physics are advised through the department.	

Even after you have matriculated into your department for advisement, you can still stop by the SSC to ask questions.

I thought I was going to be in ??? for a major.

If you thought you were going to be in ??? for a major and you are in General Curriculum or General Health Studies, you did not meet the admission standards for that department. The admission standards for some STEM departments are different from the University admission requirements. Those departments are as follows:

Engineering – 3.0 GPA high school and 20 ACT Composite and 22 ACT Math sub score

Computer Science – 3.0 GPA high school and 20 ACT Composite and 22 ACT Math sub score

Math - 21 ACT Math sub score

Nursing – 3.0 GPA high school and 20 ACT Composite

Health Related Pre-Professional Programs – 3.0 GPA high school and 21 ACT Composite and 21 ACT Math sub score

You can change your major into that department when you have completed:

Nursing: After completing 30 hours and achieving a cumulative GPA of 2.5 or higher

Engineering: After completing MATH 1910 with a grade of “C” or better and achieving a cumulative GPA of 2.0 or higher

Engineering Technology: After completing MATH 1710 and 1720 with a grade of “C” or better and achieving a cumulative GPA of 2.0 or higher

Pre-professional: After completing 30 hours and achieving a cumulative GPA of 3.0 or higher

Computer Science: After completing MATH 1910 with a grade of “C” or better and achieving a cumulative GPA of 2.0 or higher

Math: After completing MATH 1910 with a grade of “C” or better and achieving a cumulative GPA of 2.5 or higher

Learning Support Courses

If you have ACT sub scores that are below a certain level, you will be required to take learning support courses. Check with your advisor for questions and details.

ENGL ACT score below 18: Take READ 1100 with ENGL 1010

MATH ACT score below 19: Take either L0 section of MATH or MATH 1000 (if your next Math is algebra based –see your advisor)

READ ACT score below 19: Take READ 1010

Advisee Responsibilities-What an Advisor Can Expect from Advisee

“As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule appointments or make regular contacts with advisor during each semester
- Contact the SSC to cancel or reschedule appointments which you cannot attend (missed appointments may have consequences)
- Come prepared to each appointment with questions or materials for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concerns
- Enroll in the courses for which you and your advisor have determined that from educational objectives you are ready to pursue
- Contact your advisor if you take different classes from the courses that are on the advisement form
- Complete all referrals or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions
- Check email frequently for important information (failure to do so may have undesirable consequences)”

Responsibilities--What You Can Expect from your Advisor

“You can expect me as your advisor to:

- Effectively communicate the curriculum and requirements for your major, college, and university academic policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Provide students with information about strategies for using the available resources and services on campus
- Be accessible for advising students during posted office hours, telephone, e-mail, or web access
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their professors and refer students to appropriate university sources as assistance is needed.”

Responsibilities quoted from NACADA Clearinghouse: www.NACADA.ksu.edu

Advising Calendar for A&S Student Success Center

August:

- Confirm your fall schedule
- Verify class start date, end date, and add/drop deadlines
- Order books, study aides, print off schedule and verify classroom locations
- Check email before classes start
- Attend Week of Welcome activities
- Make an appointment with your academic advisor to discuss how your first semester is going. Review interest inventory; Ask questions-bring your list; Obtain tutoring information; Discuss your career goals

September:

- Expect an email from your advisor
- Use your planner
- Get tutoring help if needed

October:

- Meet with your advisor to select classes for spring semester
- Bring list of questions
- What classes did you like in high school?
- What classes are you enjoying now?
- Review courses available
- Check your midterm grades

November:

- Register for spring semester courses
- Evaluate the classes you are currently taking and the ones you plan to take in the spring
- Attend how to prepare for finals workshops

December:

- Check final exam schedule for when your finals take place
- Set up study groups to help prepare for finals

- Two weeks after the semester check your student status in Banner
- Warning, probation or suspension students should see their advisor

January:

- You made it through your first semester at college
- Check your grades and student status
- Possible meeting for academic progress check

February:

- What will you do to improve upon last semester?
- Make an appointment with your advisor to discuss career goals

March:

- Look for an email about summer and fall advisement from your advisor
- Get advised for fall semester...see your advisor
- Do you need help finding resources to improve?

April:

- Register for fall semester
- Begin preparing for final exams

May:

- Check your grades in Banner
- Two weeks after the semester check your student status in Banner
- Double check your fall schedule
- Just before fall classes start, print out your schedule and look for room changes

Appointments

You can make an appointment with your advisor by calling 931-372-3610, stopping by the SSC (Henderson Hall room 202), or by scheduling an appointment online with TechConnect:

https://techconnect.campus.eab.com/cas/schools/324-tennessee_technological_university/ldap_sessions/new

Note: If you are unable to keep your appointment call the SSC as soon as possible or cancel the appointment through TechConnect. If you do not show up you are keeping someone else from scheduling an appointment. If you miss three appointments in the same semester, you may have to wait for the walk-in advisement times later in the semester.

Response Time

Normal response times to voicemail and email messages will vary between 2-4 business days. During the 4-5 week student advisement times we experience a heavy volume of phone calls and emails which could delay response times to 3-5 business days. If you need immediate assistance please come to the SSC in Henderson Hall room 202.

Connect with the SSC



Follow us on Twitter: @SSCadvisors



Like us on Facebook:

<https://www.facebook.com/pages/Tennessee-Tech-Student-Success-Center-College-of-Arts-and-Sciences/65077823101>

Section Numbers

When registering for classes you will see section numbers. A course section denotes the same class taught on different days, times, locations and/or instructors which provide more opportunities to take the same class.

Section:

001,002 etc. Regular lecture course

101,102 etc. Regular lab (usually taken with a lecture section)

301,302 etc. Craft Center course

401,402 etc. Craft Center course

501, 502 etc. TTU web course

601,602 etc. Extended Education- *Usually off campus (check the schedule on line). Occasionally, they are on campus paid by Extended Education. May also be video courses.*

801,802 etc. Honors course

R50 TN eCampus fifteen week course -*The course is entirely online. It is up to the student to access the course on the first day of classes and to keep up with the course. The beginning, ending and drop dates may be different from the on ground classes. Also, the fee structure is different and is not part of the 12 hour cap but is in addition to on ground fees. The instructor may or may not be a TTU professor.*

R01 TN eCampus seven week course

21 Summer first term

121 Summer first term lab

041 Summer second term

141 Summer second term lab

001 Summer full term

L0 Learning Support Services

Z Study Abroad courses (out of the country)

Abbreviations: M= Monday, T= Tuesday, W=Wednesday, R= Thursday, F= Friday

Eagle Online

Eagle online is your student account that has student information including student status, class schedule, T number (Tech Id), financial aid etc.

https://tturedss1.tntech.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

Grade Point Average (GPA)

Your first semester GPA matters. Student status is loaded 2-3 weeks after grades are posted at the end of the semester. Make sure to check your standing at this time. Contact your advisor ASAP if you have questions.

Students who fail to satisfy the minimum semester QPA (Quality Point Average) standard as given in column 2 of the Retention Table will be placed on academic warning. Students who have been issued an academic warning and who fail to meet the minimum semester QPA standard in column 2 of the Retention Table the next semester enrolled will be placed on academic probation. In cases where, concurrently, the semester QPA would indicate academic warning and the cumulative QPA would dictate academic probation, the student will be placed on probation.

Retention Table

Cumulative Quality Hours Attempted Minus First Repeats	Required Minimum Cumulative Quality point Average (Column 1)	Required Minimum Semester Quality Point Average (Column 2)
0.0-29.09	1.50	1.50
29.10-50.09	1.75	1.75
50.10-and above	2.00	2.00

TechConnect

TechConnect is an online tool that brings TTU students, faculty, and staff closer together. You can use it to schedule an appointment with your advisor, schedule an appointment with a tutor, and to track class performance. Login with your email login credentials:

[https://techconnect.campus.eab.com/cas/schools/324-tennessee technological university/ldap sessions/new](https://techconnect.campus.eab.com/cas/schools/324-tennessee%20technological%20university/ldap%20sessions/new)

How to Guide for making appointments:

[https://www.tntech.edu/assets/userfiles/resourcefiles/18522/1483644856 TC Making%20Advising%20Appointments.pdf](https://www.tntech.edu/assets/userfiles/resourcefiles/18522/1483644856%20TC%20Making%20Advising%20Appointments.pdf)

Campus Information and Resources

Calendar Online: <http://emsweb.tntech.edu/MasterCalendar/MasterCalendar.aspx>

Confirm your schedule/enrollment: Be sure to confirm your schedule each semester by the deadline listed in the online university calendar. <https://www.tntech.edu/bursar/enrollment/>

Corequisite: Two classes that must be registered for and taken during the same semester. ex. BI-OL 1010 lecture and lab

Curricula: <http://catalog.tntech.edu/content.php?catoid=21&navoid=4017>

Disability Services: Roaden University Center room 112 (phone 931-372-6119)

<https://www.tntech.edu/disability/>

Eagle Card: Roaden University Center room 230 (phone 931-372-6232)

<https://www.tntech.edu/eaglecard/>

Eagle Online: https://tturedss1.tntech.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

Email: <https://www.tntech.edu/its/emailinfo>

Email Questions: <https://www.tntech.edu/its/delete/studentemailfaq>

Financial Aid: Jere Whitson Building (phone 931-372-3073)

General Education Core Requirements: http://catalog.tntech.edu/content.php?navoid=3884&catoid=21#TTU_Courses_Recommended_for_the_TBR_General_Education_Core

Meal Plan: Roaden University Center room 134. Selected during registration in your Eagle Online account. This will be added to your Eagle card via computer.

Multicultural Affairs: Roaden University Center room 258 (phone 931-372-3392)

Military and Veterans Affairs: Jere Whitson Building <https://www.tntech.edu/em/military-and-veterans-affairs/>

Parking Permit: University Police- Foundation Hall <https://www.tntech.edu/police/parking/student-parking>

Prerequisite: A course that must be completed and passed before enrolling in a subsequent course. ex. Complete ENGL 1010 with a grade of "C" or better to take ENGL 1020

Records Office: Jere Whitson Building (phone 931-372-3317) Submit change of major forms, transcript request etc.

Registration Center: Jere Whitson Building (phone 931-372-3966) Computers available

Residential Life: Mattie Sue Cooper 217 (phone 931-372-3414) If you are living in a dorm, you will need to check in.

Schedule Planner: An online tool available to help create a class schedule. Once a schedule has been chosen using Schedule Planner, it can be saved in the cart. The student can then click "Register" in Eagle Online to register for classes.

Student Affairs: Roaden University Center room 221 (phone 931-372-3411)

TechConnect: <https://techconnect.campus.eab.com/cas/schools/324-tennessee-technological-university/ldap-sessions/new>

Tutoring: Angelo and Jeanette Volpe Library commons area (can be scheduled in Tech Connect)

University Police: Foundation Hall room 100 (931-372-3234)

A&S Clubs and Organizations

Biology & Wildlife Fisheries: <https://www.tntech.edu/cas/biology/orgs>

- ◆ Beta Beta Beta (TriBeta), National Biological Honor Society
- ◆ Student Fisheries Association (SFA)
- ◆ The Wildlife Society

Communication: <https://www.tntech.edu/cas/communication/communication-organizations/>

There are numerous organizations students can become involved with in the Communication department both Communication majors and non-majors.

English: <https://www.tntech.edu/cas/english/student-organizations/>

- ◆ Alpha Psi Omega-Pi Upsilon, National Theatre Honor Society
- ◆ English Club
- ◆ Sigma Tau Delta, International English Honor Society
- ◆ Tech Players

Geosciences: <https://www.tntech.edu/cas/earth/studentorgs>

- ◆ Geo Club
- ◆ Outdoor Club

History: <https://www.tntech.edu/cas/history/student-orgs>

- ◆ Phi Alpha Theta, National History Honor Society
- ◆ TTU History Club

International Business and Cultures: <https://www.tntech.edu/studentactivities/orgs>

- ◆ One World
- ◆ International Business Society
- ◆ Amigos (Spanish Club)
- ◆ French Club (Avant Garde)
- ◆ German Club (Friendship)
- ◆ Alpha Mu Gamma

A&S Clubs and Organizations

Mathematics: <https://www.tntech.edu/cas/math/studentorgs/>

- ◆ Mathematics Club
- ◆ Integration Bee
- ◆ Co-Curricular Activities

Physics: <https://www.tntech.edu/cas/physics/resources-for-physics-majors#tab-1419023040985>

- ◆ The Society of Physics Students (SPS)
- ◆ Sigma Pi Sigma, National Physics Honor Society

Political Science: <https://www.tntech.edu/cas/sociology/political-science/polsclubs>

- ◆ Pi Sigma Alpha, National Political Science Honor Society
- ◆ TTU Pre-Law Club

Sociology: <https://www.tntech.edu/cas/sociology/soc/sociology-and-criminal-justice-club>

- ◆ Alpha Kappa Delta, International Sociology Honor Society
- ◆ Sociology & Criminal Justice Club

For a complete and detailed list of student clubs and organizations please visit the following link : <https://www.tntech.edu/studentactivities/orgs>

College of Arts & Sciences Ambassador Program

Interested in being a student ambassador for your college? Here are a few examples of the areas with which Ambassadors help:

- Promote TTU and CAS through active recruitment and volunteer activities
- Represent the CAS at various events on and off campus
- Provide valuable student feedback about the college
- Participate in professional development training

If you would like to be a student ambassador for the College of Arts and Sciences, talk with your advisor in the Student Success Center or the Chair of your department.

<https://www.tntech.edu/cas/scartsscience/ambassadors-for-the-cas>

College of A&S Departments

Biology & Wildlife Fisheries

Contact: Dr. Robert Kissell; rkissell@tntech.edu; 931-372-3134

Biology is the study of living organisms and is divided into a number of disciplines. The department provides all the tools and opportunities needed for the academic development of a professional in a wide range of careers within the biological sciences. *Wildlife and Fisheries Science* is the study of animal populations and the applied use of ecological principles to manage these populations. It includes the study and management of fish, birds, reptiles, amphibians and mammals.

Programs of Study: Biology-Botany, Microbiology, Marine Biology, and Zoology, Cellular and Molecular Biology, Environmental Biology, Health Sciences Biology. Wildlife and Fisheries Science - Conservation Biology, Fisheries Science, and Wildlife Science

Chemistry

Contact: Dr. Jeff Boles; jboles@tntech.edu; 931-372-3184

Chemistry helps you to understand the basic properties of matter and learning how to predict and explain how they change when they react to form new substances. Chemistry is the central science and a background in chemistry can lead to a multitude of careers. Chemists are at the center of just about everything.

Programs of Study: Applied Chemistry (Options--Business, Environmental, Forensic, Health Science, Industrial); Biochemistry; Pure Chemistry; Pre-Professional Program

Communication

Contact: Dr. Brenda Wilson; brendawilson@tntech.edu; 931-372-3060

Communication fosters the understanding of the process and practice of communication among individuals, groups, organizations, and cultures. Journalism prepares students for the world of mass communication. Students learn how mass communication works and promotes the welfare of people. It helps students develop special skills in news writing, newspaper and magazine production and design, public relations, advertising, broadcasting and digital media. Its courses are structured to develop career and professional competence in situational, corporate, public, and mediated environments and cultures.

Programs of Study: Journalism (News Editorial, Public Relations); Speech Communication

English

Contact: Dr. Theodore Pelton; tpelton@tntech.edu; 931-372-3343

In *English* we do not set you on a professional track. Instead we help you to find your own path toward a career that suits your talents, values, and interests. English majors tap the power of words to create meaning and understanding, and even as technologies change that power will never become obsolete. English is a degree that allows you to pursue your intellectual curiosity, cultural awareness, creative expression, and effective communication skills.

Programs of Study: Dramatic Arts; Literature; Professional Communication; Writing/Genre/ Language.

College of A&S Departments

Foreign Languages

Contact: Dr. Martin Sheehan; msheehan@tntech.edu; 931-372-3432

The benefits of learning a *foreign language* are countless. Doors will open and your horizon will be expanded as you venture into new worlds and learn to appreciate other cultures from around the globe. Graduates in foreign languages from TTU work in many fields, including business, education, international diplomacy, science and engineering, and communications.

Programs of Study: French, German, Spanish.

Geosciences

Contact: Dr. Michael Harrison; mharrison@tntech.edu; 931-372-3121

Geoscience is the study of the composition, structure and processes of the Earth. It includes studying minerals, rocks, fossils, soils, surface and groundwater, and the atmosphere through field work, laboratory analysis, computer modeling and geospatial analysis. Students interested in Earth processes (e.g., floods, earthquakes, and volcanoes) or the impact of geology on humans (e.g., global warming, water pollution, and natural disasters) should consider a degree in Geoscience. Solving geologic problems using powerful computer techniques constitutes the GIS concentration.

Programs of Study: Geology, Environmental Geology, Geographical Information Systems (GIS), Geography.

General Curriculum / General PreLaw / General Health Studies

Contact: <https://www.tntech.edu/cas/scartsscience/>; 931-372-3610

GECU/GEPL/GHS are for students not quite ready to declare a major or students uncertain about their career goals. The goal of the program is to help students make educated decisions in choosing their major or future career. They will receive one-on-one advising and guidance, and academic support while selecting their majors and future careers.

History

Contact: Dr. Jeff Roberts; jjroberts@tntech.edu; 931-372-3332

History – the only major that can introduce you to classical Greece, medieval Europe, pre-civil war America and the modern world during the journey to your degree. Learn how wars, economics, race, gender, social and religious passions have and continue to shape the world you know today. A History degree is a great stepping stone to start your future career.

Programs of Study: History, B.A.; History, B.S.

College of A&S Departments

International Business and Cultures

Contact: Angela Clark; adclark@tntech.edu; 931-372-3610 OR Dr. Steven Isbell; Steve_Isbell@tntech.edu; 931-372-3745

Joint degree between College of Arts and Sciences and College of Business. To prepare a student for careers in international business.

Mathematics

Contact: Dr. Allan Mills; amills@tntech.edu; 931-372-3441

The *Math* Department not only provides you with a thorough foundation in all of the major branches of mathematics but gives you the freedom to study mathematical areas that interest you the most. Applications of mathematics are everywhere and a strong background in mathematics can help you in many different careers. Professors frequently educate students on the connections between mathematics and computer science, physics, chemistry, engineering, biology, earth sciences, and business. If you like solving puzzles and figuring things out, then a major in mathematics may interest you.

Programs of Study: Tracks--Actuarial, Applied Mathematics, Pure Mathematics, and Statistics.

Physics

Contact: Dr. Stephen Robinson; sjrobinson@tntech.edu; 931-382-3483

Want to learn how the universe exists around us, or discover laws that apply from the smallest atom to the largest celestial bodies? *Physics* provides the answer to these questions and everyday occurrences in our world and the universe. Physics involves the study of everything in physical existence, from the smallest subatomic particles to the entire universe as a whole. Physics provides a solid foundation from which to launch almost any career in a scientific or technical area.

Department of Sociology & Political Science

Contact: Dr. Lori Maxwell; LMMaxwell@tntech.edu; 931-372-3683

Sociology studies social behavior and its institutions. To prepare our students for a highly competitive job market, we provide opportunities for them to intern with highly-regarded local, regional, and national agencies, participate in and present their research at professional conferences and symposiums, work with faculty directly through independent studies to provide focus professional development, and participate in service-learning project within the community. *Political Science* is the study of governments, public policies and political processes, systems, and political behavior.

Programs of study: Sociology; Social Work; Criminal Justice; Political Science – Concentrations - Legal Studies; International Relations and Comparative Government.