

UNIVERSITY OF RHODE ISLAND
COLLEGE OF ENGINEERING
ADVISOR'S RESOURCE NOTES
FALL 2014

1. **ADVISING - ORDER OF THE ADVISING PROCESS (THIS IS VERY IMPORTANT)**
 - a. *Advising is the department's responsibility for each of their B.S. degree programs*
 - b. COE Advisor (*is always the primary source for advising*)
 - c. COE Department Chair (*only when advisor is not available*)
 - d. **NOTE: The COE Dean's Office does NOT advise students – students coming to the COE Dean's Office for advising will be sent back to the departments (their assigned advisor).**

2. **RESOURCES ON THE COE WEB PAGE – WHERE TO FIND WHAT YOU NEED (egr.uri.edu)**
 - a. All forms, instructions, curriculum sheets, check sheets, etc., can be found on the COE web page.
 - b. *Always* obtain and use the *most current* forms and procedures from the COE web page.
 - c. **Discard** any/all old forms you may have in the office.
 - d. Link is available on the *bottom left side column of the COE web page where you can find:*

Accreditation

About the College

- Welcome, Vision & Mission
- Departments
- Research
- People
- Diversity
- Support the College
- For Current & Transfer Students, Faculty & Staff**

What resources are you looking for?

 Academics	 Transfer Students
 Off-Campus Study	 Enrollment Services
 Internships & Scholarships	 Faculty & Advisors
 Student Life	 Finance & Administration

3. **WHEN A STUDENT IS ADMITTED TO THE COE FROM UC**
 - a. UC Advisor reviews student eligibility for admission to the COE at the end of each semester.
 - b. UC Advisor submits paperwork to their Chair and then Dean's Office for review and approval.
 - c. A *permanent COE advisor* is assigned and student receives a *Welcome Letter* from the Associate Dean indicating:
 - i. COE Advisor's name and contact information
 - ii. Instructions regarding the eventual need for a *Degree Audit* and *Exit Interview* in the Dean's Office for graduation
 - d. Two folders are prepared for each student:
 - i. Folder for Dean's Office files
 - ii. Folder for student's advisor containing (**keep this folder-do not discard it**):
 1. Copy of the *Welcome Letter*
 2. Copy of their *current URI transcript*
 3. Copy of the *check sheet* that they are following with current information filled in from their transcript
 - e. *A list of advisors and advisees by major is sent monthly to each COE department Chair.*

4. CONTACT LOGS

- a. **Essential, useful, and very important information – required for all advising appointments.**
- b. **Always clearly** document your meeting with all students that you advise.
- c. Include **details** of what was discussed and advice/direction given – **even if there are no problems.**
- d. You can copy and past **e-mail correspondence** that you may have with a student (be sure to include the header information: date, subject, etc.).
- e. Be sure to **use the current date** (sometimes a default date shows – not the current date).

5. HOLDS ON ENGINEERING STUDENT ACCOUNTS IN E-CAMPUS

a. ADVISOR HOLDS

- i. **All** undergraduate engineering students have COE Dean’s Advisor Holds on their registration *every semester* until they graduate.
- ii. **Only COE faculty and the COE Dean’s Office can lift the advisor hold.**
- iii. The hold is **only to be lifted** once you have met with the student and discussed their current status, program plan, and specific remaining courses needed for the next semester to remain on track with their degree program.
- iv. Holds are lifted when you create a *Contact Log* (accessed in a pull-down menu).
- v. **The Dean’s Office will not lift student holds (except in very unusual circumstances).**

b. OTHER HOLDS

- i. Other holds are possible for various reasons, such as for term balance due, etc.
- ii. These would be in addition to the *Advisor Hold*.

c. NOTE:

- i. Students may tell you they cannot register because **you** were supposed to have lift their hold and they believe you apparently did not do so.
- ii. Check your contact log for the student to verify that you have selected “*Lift Advisor Hold*” under the appropriate drop down menu (*if not, then you must create another contact log and do so*) – *no holds are lifted unless you do this step.*
- iii. If you did lift the hold there may be other holds preventing registration (*see above*).
- iv. This can be checked by you **and by the student** by viewing the *Student Center* page.

6. PRIOR APPROVAL FOR OFF-CAMPUS STUDY

- a. Student should **always** be advised to obtain prior approval for *any* course they intend to take at another institution that they want to transfer to URI.
- b. Form requires the dated signature and approval of the department Chair where the course is taught for *each* course needing prior approval.
- c. *Two forms* are available and **must** come to the COE Dean’s Office as follows:
 - i. Off-Campus Study **in the U.S.**
 1. **Original** goes in student’s file in *COE Dean’s Office*
 - ii. Off-Campus Study **abroad**
 1. **Original** goes to the *URI Office of International Students and Scholars*
 2. **Copy** goes in student’s file in *COE Dean’s Office*

7. TRANSFER CREDITS (SEE TES[®] AND PRIOR APPROVAL BELOW ALSO)

- a. Students are required to submit a sealed official transcript for any transfer credits to be reviewed.
- b. Students **must** send the transcript to the COE Dean’s Office – **NOT to anywhere else on campus such as University College (unless they are still in UC) or Admission.**
- c. Students should **always obtain prior approval** for courses they intend to take at any other institution (*see below*)
- d. Requirements for course to be transferred:
 - i. Course equivalency must be approved by **each department Chair** where course is taught.
 - ii. Grade in course must be “C” or better (“C-“ **does not transfer**).
 - iii. Course credits must be the same for both courses.
Note: *quarter credits do not equal semester credits.*
- e. See explanation of *Transfer Credit Coding* on COE web page.

8. TES[®] (TRANSFER EVALUATION SYSTEM)

- a. TES[®] is a continuously updated commercial database that URI participates in.
- b. *Course equivalencies* are continuously added to the database as they are internally approved at URI (*approvals are done by URI department Chairs where the course is taught*).
- c. When a COE (or other approved) course equivalency is approved with another institution, the COE Associate Dean enters this information into the database (several other individuals on campus also have access to the database for updating purposes).
- d. The TES[®] database (<http://www.uri.edu/advising/transfer>):
 - i. contains *catalog course descriptions* from U.S. institutions of higher education
 - ii. contains *course transfer equivalencies* for URI courses and those of other institutions
 - iii. provides public (*read only*) viewing of the catalog course equivalencies database that is available to students and advisors through the *University College* web page

9. COE PETITIONS (PETITIONING THE COE SCHOLASTIC STANDING COMMITTEE - SSC)

- a. Signed, dated petitions are **required** for course substitutions, and various other curriculum issues.
- b. Petitions should be *brief and to the point* (*students are to attach supporting information only if necessary*).
- c. Advisors sign the form first and **must carefully review** the student's request before approving it (*check the request - do not approve items that are already approved and in the catalog*).
- d. All signatures with dates **must** be obtained prior to bringing the form to the Dean's Office.

10. CHECK SHEETS AND CURRICULUM SHEETS

- a. Available on the COE web page for all COE majors and tracks within majors and shown by anticipated graduation year (e.g. "Class of 2018", etc.)
- b. *Check Sheet*
 - i. Used by the COE Associate Dean to verify (or check) student progress, and that they have met all degree requirements for graduation during their *final* Degree Audit.
 - ii. Shows the required courses grouped by category, and includes the specific GenEd requirements for each COE major by *anticipated* graduation year; but *does not show the order in which courses are to be taken*.
- c. **NOTE (1):**
 - i. Students can choose *any* year's check sheet beginning with the *academic year (catalog year) when they first matriculated at URI forward*.
 - ii. Students **cannot** follow any check sheet *prior to the academic year (catalog year) when they first matriculated at URI* (e.g. *Student enters 2014-2013 Academic Year – the catalog year; therefore, the first check sheet they are eligible to use is that for the Class of 2017*).
 - iii. When a student *changes to a different check sheet*:
 1. They must follow that specific curriculum *in its entirety*.
 2. They *cannot* mix and match items from different check sheets.
 3. Advisors need to *discuss the ramifications* of changing check sheets with any students who intends to do so.
- d. *Curriculum Sheet*
 - i. Shows the semester-by-semester *order of all required courses* and electives for each COE major by *anticipated* graduation year.
 - ii. This sheet is especially helpful as it provides a nice visual of the student's semester-by-semester progress and is helpful (*to the student and the advisor*) in planning for the next (and other) semester(s).
- e. **NOTE (2):**
 - i. Advisors **need to require** all students to:
 1. Print out *both* of these sheets from the COE web page.
 2. Use the sheets to check off courses as they complete them (*it is not necessary for them to complete all of the details on the check sheet*).
 3. Keep these sheets and **bring them to every advising appointment**.

11. DEGREE AUDITS AND EXIT INTERVIEWS (*ALSO APPLIES TO IEP STUDENTS*)

- a. All COE students are **required** to meet with the COE Associate Dean for a *Degree Audit* and *Exit Interview* the **semester before** their anticipated semester of graduation.
- b. All COE students must meet with their advisor prior to scheduling this appointment **or no appointment will be scheduled for them.**
- c. There **must** be a contact log indicating that they have met with you and that you have reviewed their current status and courses for the next semester, and whether or not they are on track with their degree progress.
- d. *Deadlines and Instructions* are available on the COE web page.

12. GENERAL EDUCATION (GENED) ELECTIVES

- a. General Education requirements have changed significantly for COE students beginning with the class of 2014 check sheet (2010-2011 catalog); *advisors need to be aware of the changes.*
- b. Advisors need to carefully review the GenEd requirements for the major they advise.
- c. When a student changes or adds a COE major, advisors **must** make the students aware of the specific GenEd requirements for the major, as there are some differences between majors.
- d. Current and previous GenEd handbooks can be found here: <http://www.uri.edu/advising/gened>
- e. **NOTE: IEP Students (information is on IEP curriculum sheets; see the IEP web site)**
 - i. IEP students have *special exemptions* for a number of GenEd courses that they take to fulfill graduation requirements.
 - ii. These courses are **only** available to IEP students in fulfilling GenEd requirements
 1. If a student is **no longer in the IEP program**, then they **cannot** count these specific courses to meet their GenEd requirements.
 2. These courses **do not** appear in the University GenEd course listings.

13. MINORS

- a. Each College/department has their own form(s) with specific requirements for their minor(s).
- b. Students wanting to pursue a minor must meet with the *URI Department Chair in the College where the minor is offered.*
- c. Students complete the form and select approved courses in consultation with the department Chair where the minor is offered.
- d. Once approved, the Chair signs and dates the form, *then student must bring the form to the COE. Dean's Office - students should not keep the form until the requirements are completed.*
 - i. The minor form goes in the student's file as soon as it is signed by the Chair.
 - ii. Verification of all courses and the requirements for the minor is done when the *final degree audit* is made for graduation.
 - iii. The minor designation is then posted to the student's transcript.
- e. **NOTE:**
 - i. Students **should not** need to wait until all of the courses are completed to submit the form.
 - ii. *Minor designations now appear on transcripts (a recent development).*
 - iii. *No minor can be retroactively completed* once a student has been awarded their B.S. degree - students need to be aware of this.

14. ADDING OR CHANGING A COE MAJOR

- a. Change of major *requires* the signature approval of the advisor (or COE Chair) for the new or additional major (form on COE web site).
- b. Change of major *requires* the approval of the COE Associate Dean (form on COE web site).

15. CHAIR'S RESOURCE GUIDE

- a. *Every* current COE Chair has a comprehensive *Chair's Resource Guide* containing details for all of the COE advising and program information, including forms, instructions, etc.
- b. Your Chair is your **primary source** for questions **after your have reviewed what is available on the COE web site.**

16. UNIVERSITY COLLEGE (UC) ADVISOR'S RESOURCE GUIDE

- a. COE UC Advisors have a *UC Advisor's Resource Guide*.
- b. UC advisors should consult the guide for:
 - i. all aspects of advising UC engineering students in the major you advise
 - ii. determining eligibility for students being admitted to the COE from UC
 - iii. questions about GenEd courses
 - iv. questions about transfer courses

17. FE EXAM (FUNDAMENTALS OF ENGINEERING EXAMINATION)

- a. All students are given information about the FE exam, which is the first step in getting licensed as a *Professional Engineer*. *Summary information is on the COE web site.*
- b. *All CVE majors are required to take the FE exam and provide official proof of having taken the exam. This is a CVE degree requirement for graduation.*
- c. This is discussed with all COE students during the *Degree Audit/Exit Interview*.
- d. Information is also distributed in COE capstone design courses.

18. WHEN TO SEND A STUDENT TO THE DEAN'S OFFICE

- a. *Always follow* the order of the advising process (***the very first item in these notes - see 1. above***).
- b. Students ***should not*** be sent to the Associate Dean's Office for any routine advising issues.
- c. If there are any issues or questions arising that you are unable to respond to, *then student is to be sent to their COE Department Chair.*
- d. *If the Chair is unable to resolve the issue(s) or answer the question(s), then the Chair should contact the Associate Dean's Office.*

19. HANDLING PROBLEMS: WHAT TO DO WHEN YOU DON'T KNOW WHAT TO DO

- a. *Always follow* the order of the advising process (*see above*).
- b. Contact the COE Dean's Office with unusual, unresolved, or non-routine issues.
- c. *If you do not know the answer, always* tell the student that you ***will*** find out what to do or what the answer to their question is, ***and*** that you ***will get back to them as soon as possible***. ***Be sure*** to get back to them with what you find out.
- d. ***Never*** give out any information that you are not absolutely sure about. To do so will cause unnecessary confusion and frustration for the students.
- e. ***Never*** leave any student in a position where they do not think that they will be getting any assistance from you for their issue(s) or problem(s).

20. COMMON STUDENT CONCERNS AND COMMENTS

- a. Most COE advisors do an ***excellent*** job of advising and are to be commended for their dedication to students in this very important role. Students often give high marks to many COE advisors during their *final Degree Audit/Exit Interview meetings* with the Associate Dean.
- b. Over the last 8 years, *Exit Interviews* have also provided valuable insight into some of the advising concerns, issues, and challenges that students have had with advising in the COE. This is something that we all need to be aware of. This information can be found on the *Degree Audit/Exit Interview* sheets that are returned to each department Chair monthly, and should be reviewed regularly by all advisors so that any necessary changes can be made.
- c. ***All COE advisors*** need to work diligently to continually make the advising process and also the overall advising experience better for our students – *after all, they are our students and members of the COE community of scholars at URI.*
- d. ***The most common issues that students share regarding the advising process are the need for:*** a) advisors to be available when they say they are and to be on time for appointments, b) advisors to respond to e-mails in a timely fashion, c) advisors to show interest in them as individuals and as engineering students, and d) advisors to give *correct* information and find out the answer if they do not know it at the time.