

Dates to Remember

Two-Year Advising Calendar (Freshman/Sophomore Years 0-60sch)

Year 1: Summer preceding 1st Semester of enrolment.

May-August (Mainly incoming freshmen)	Sign up for orientation and meet advisors to plan for Fall Semester. To schedule appointments call 432-552-2661. After advisement, register for classes online: http://my.utpb.edu
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Year 1: Fall Semester

August – September	Walk-in advisement
October	Freshmen Seminar (review fall schedules and schedule appointments for advisement in preparation for Spring registration).
Early November	Meet advisors and register for classes online: http://my.utpb.edu

Year 1: Spring Semester

1 st week of school	Walk-in advisement for clarifications and changes
January - March	Gather information on careers; meet with career services staff
March	Schedule appointments for advising and planning for Fall. Call 432-556-2661.
April	After meeting with advisors, register for Fall classes online: http://my.utpb.edu

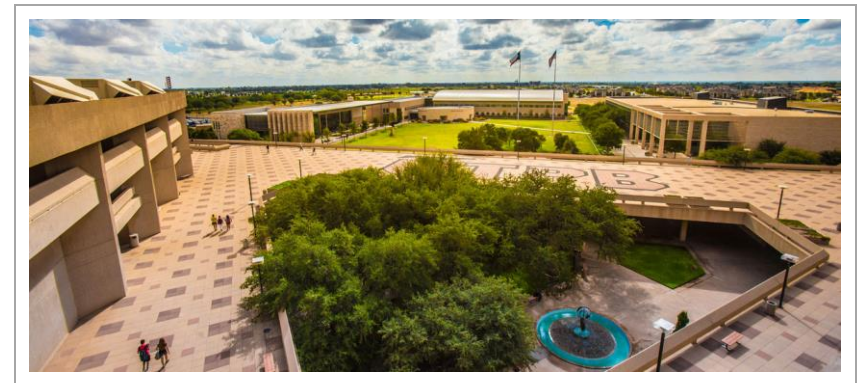
Year 2: Fall Semester

September	Walk in advisement for clarifications and changes
September - October	Gather information and narrow your options (for those who have not declared their majors and those who intend to change majors)
October	Schedule appointments for advisement in preparation for Spring registration. Call 432-552-2661 for appointments.
Early November - December	After meeting with advisors, register for Spring classes online: http://my.utpb.edu

Year 2: Spring Semester

January	Walk-in advisement for clarifications and changes
February - March	Declare major (for those who have not already declared a major)
March	Schedule appointments with the new advisor for your declared major
April	After meeting with advisors register online: http://my.utpb.edu

Academic Advising Guidebook



OFFICE OF ACADEMIC ADVISING



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Common Terms and Definitions

FRESHMAN: classification for a student who has been admitted to UTPB and who has earned less than 30 semester credit hours.

FULL-TIME STUDENT: an undergraduate student taking at least 12 credit hours per fall or spring semester.

GRADE POINT AVERAGE (GPA): the average of all grades earned at UTPB and transferred from other universities and colleges. GPA is computed by dividing the total number of quality points by the total number of credit hours attempted.

JUNIOR: classification for an undergraduate student who has earned at least 60 hours of credit but not more than 89.

MESA JOURNAL: UTPB's student newspaper.

PREREQUISITE: a course that must be successfully completed prior to taking another specific course.

SCANTRON: a form that must be used for testing and assessment purposes. It may be purchased at the University Bookstore.

SENIOR: classification for an undergraduate student who has earned more than 89 credit hours.

SOPHOMORE: classification for an undergraduate student who has earned between 30 and 59 credit hours.

SYLLABUS: a very important outline given at the beginning of every course stating all expectations for that course, when assignments are due, what topics will be covered, when tests will be given, grading standards, office hours and instructor contact information.

TRANSCRIPT: the record of a student's academic courses and grades. An official copy of a transcript can be requested from the Registrar's Office for a fee.

UNDERGRADUATE STUDENT: student who has not yet earned a bachelor's (baccalaureate) degree.

Common Terms and Definitions

ACADEMIC ADVISOR: professional who can help with course recommendations, chart your academic progress and fill out a degree plan.

ACADEMIC COURSE SCHEDULE: a listing of all classes being offered throughout the semester. Students can view the course schedule online at <http://www.utpb.edu/academics/course-schedules>

ACADEMIC DEGREE PLAN: an official document listing all courses and academic requirements for graduation.

ADD/DROP: any change in a student's schedule after registration. Also refers to the first few days of a semester in which a student is allowed to make schedule changes.

BACHELOR'S DEGREE: also known as a baccalaureate degree. It is an academic degree consisting of a minimum of 120 credit hours that includes the required General Education Core, as well as classes in the field of study, and is typically completed in four years.

BLUE BOOK: a blank booklet with a blue paper cover often required for written exam answers and essays; it may be purchased at the bookstore.

CANVAS: online portal where students can view course syllabi, assignments, grades, documents and files posted by instructors, and is also used to communicate with professors and classmates.

CREDIT HOUR: unit of measure used to determine college credit earned. To earn one semester credit hour, a student must attend class for one classroom hour per week for the entire semester. Also referred to as SCH (Semester Credit Hours) or Units.

FAFSA: Free Application for Federal Student Aid. FAFSA is an online application widely used by universities to determine a student's eligibility for Pell Grant funds, scholarships, and student loans.

FALCON ADVISEMENT REPORT: a computer-generated analysis that enables a student and advisor to assess the student's academic progress and unfulfilled bachelor's and minor degree requirements.

Our Mission

The mission of the Academic Advising Office at The University of Texas of the Permian Basin is to provide quality professional academic advising to all students in a cooperative, supportive, and courteous atmosphere. The office also helps students define their initial educational objectives and assists them in planning their academic calendar to achieve goals within the guidelines of The University's rules and regulations. In addition, the Academic Advising Office supports faculty in helping students to meet their academic goals in a timely manner.

4901 E. University MB 2215

Odessa, TX, 79762

Email: advising@utpb.edu

Phone: (432) 552-2661

Fax: (432)552-3661

Website: <https://www.utpb.edu/academics/undergraduate-success/academic-advising-center/index>

Twitter: @UTPBAdvising

Facebook.com/UTPBAdvising

Our On-Campus Advising Team

MB 2215 - (432)552-2661

<u>NAME</u>	<u>TITLE</u>	<u>EMAIL</u>
John Indiatsi, Ph.D	Director Of Academic Advising	indiatsi_j@utpb.edu
Lona Carter	Administrative Assistant	carter_l@utpb.edu
Jessica Gutierrez	Academic Advisor I	gutierrez_j@utpb.edu
Denise Hough	Academic Advisor I	hough_d@utpb.edu
Malakhi Macareno	Academic Advisor I	macareno_m@utpb.edu
Erin Nance	Academic Advisor II – Athletics	nance_e@utpb.edu
Amanda Perez	Academic Advisor I	perez_a@utpb.edu

Our Online Advising Team

MB 2215 - OnlineAdvising@utpb.edu

<u>NAME</u>	<u>TITLE</u>	<u>EMAIL</u>
Demi Bogan	Academic Advisor I – Online	bogan_d@utpb.edu
Alexis Ethridge	Academic Advisor I - Online	indiatsi_j@utpb.edu
Elizabeth Larizza	Academic Advisor II - Online	larizza_e@utpb.edu
Rosie Mendoza	Academic Advisor I - Online	mendoza_r@utpb.edu

Student Support Services

TSAAD OFFICE - Testing Services & Academic Accommodations

Department: (432)552-2630

The TSAAD office provides testing services for the following exams/assessments: TSI, CLEP, Quick THEA, IACT and Chemistry/Math Placement. It offers in-house proctoring services for students who need to make-up exams as well as non-UTPB students taking correspondence courses. Another function of the TSAAD Office is to provide disability services to students accepted to UTPB. For more information visit:

<http://www.utpb.edu/academics/undergraduate-success/TSAAD>

REGISTRAR'S OFFICE: (432) 552-2635

This office coordinates the add/drop process, enrollment verification, records, Veteran benefit questions, and TSI liable holds.

<http://utpb.edu/registrar>

RETENTION OFFICE: (432)552-3601

This office promotes and maintains successful academic progress of all students by providing academic counseling and assistance. The office administers two key programs to help students:

- Academic Probation. A student is placed on academic probation when his or her cumulative GPA falls below a 2.0.
- Early Alert. A tool faculty and staff which alerts staff in the office to any problems a student may be having in courses.

<http://www.utpb.edu/retentionoffice>

STUDENT LIFE: (432) 552-2651

This office coordinates campus events and student activities.

<http://www.utpb.edu/campus-life/studentlife>

SUCCESS CENTER: (432) 552-3350

This office provides academic support in Science, Math, Writing, SI-Supplemental Instruction and AVID-Advancement Via Individual Determination. Additionally, it provides tutoring services and coordinates the OWL-Online Writing Lab.

<http://www.utpb.edu/successcenter>

Student Support Services

ADMISSIONS OFFICE: (432)552-2606

This office serves as the initial point of entry for students at UTPB. Any inquiries about your application status should be directed to this office.

<http://www.utpb.edu/admissions>

ADVISING OFFICE: (432) 552-2661

This office provides academic support and guidance toward degree completion. Students are required to meet with an academic advisor at least once a semester to review their progress and plan for the subsequent semester.

<http://www.utpb.edu/advising>

BOOKSTORE: (432) 552-0220

The UTPB bookstore is stocked with books, apparel and more. Visit www.utpbshop.com → hover over BOOKS → click on TEXTBOOKS and COURSE Materials → select term/course name/number/section # → Click SUBMIT for a list of required and recommended textbooks for the course.

REACH DISTANCE LEARNING CENTER: (432)552-2870

This learning center provides support and services for all resources connected to Canvas. <http://www.utpb.edu/online/reach>

CAREER SERVICES: (432)552-2633

Career services provides career counseling, career interest and personality testing, student job placement, resume critiques, and mock interviews for students, as well as oversight of a student work co-op program and the study abroad program.

<http://www.utpb.edu/careerservices>

FINANCIAL AID: (432) 552-2620

This office coordinates scholarships, financial aid, disbursement, loans, and SAP as it relates to financial aid.

<http://www.utpb.edu/financial-aid>

OFFICE OF ACCOUNTING: (432) 552-2706

Inquiries about bills, fees, payment plans may be directed to this office.

<http://www.utpb.edu/services/business-affairs/accounting/>

Types of Degrees

COLLEGE OF ARTS AND SCIENCES

- Bachelor of Arts (BA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BM)
- Bachelor of Social Work (BSW)
- Bachelor of Science (BS)

COLLEGE OF BUSINESS

- Bachelor of Business Administration (BBA)
- Bachelor of Arts (BA)
- Bachelor of Arts and Science (BAAS)

COLLEGE OF ENGINEERING

- Bachelor of Science (BS)

COLLEGE OF EDUCATION

- Bachelor of Arts (BA)
Teacher Certification (Grades EC-6)
Teacher Certification (Grades 4-8)
Teacher Certification (Grades 7-12)
Teacher Certification (Grades EC-12)

NURSING PROGRAM

- Bachelor of Science in Nursing (BSN)



Majors and Minors at UTPB

UNDERGRADUATE MAJORS	CODE	BACHELOR'S DEGREE	OFFERED AS A MINOR?
Accountancy	ACCT	BBA	Yes
Art	ART	BA, BFA	Yes
Art History (M/O)		Minor Only	Minor Only
Art (Graphic Design)		BA	Yes
Athletic Training	ATHL	BS	No
Bilingual Education/ESL Studies		Minor Only	Minor Only
Biology	BIOL	BS	Yes
Business (M/O)	BUSI	Minor Only	Minor Only
Chemical Engineering	CENG	BS	No
Chemistry	CHEM	BS	Yes
Child and Family Studies	CHLD	BA	Yes
Coaching (M/O)		Minor Only	Minor Only
Communication	COMM	BA	Yes
Computer Science	COSC	BS	Yes
Criminal Justice	CCJO	BS	Yes
Criminology	CRIM	BA	Yes
Drama (M/O)	DRAM	Minor Only	Minor Only
Economics	ECON	BA	Yes
Electrical Engineering	EENG	BS	No
Energy Studies	ENRG	Minor Only	Minor Only
English	ENGL	BA	Yes
Entrepreneurship (M/O)		Minor Only	Minor Only
Finance	FINA	BBA	Yes
Fine Arts (M/O)		Minor Only	Minor Only
Geology	GEOL	BS	Yes
History	HIST	BA	Yes
Humanities	HUM	BA	No
Industrial Technology	ITEC	BSIT	No
Information Systems	ISYS	BS	No
Kinesiology	KINE	BS	Yes
Management	MNGT	BBA	Yes
Marketing	MRKT	BBA	Yes
Mathematics	MATH	BS	Yes
Mechanical Engineering	MENG	BS	No
Mexican-American Studies (M/O)		Minor Only	Minor Only
Multicultural Studies (M/O)		Minor Only	Minor Only
Multidisciplinary Studies	MDIS	BA	No
Music	MUSI	BM	Yes
Nursing	PNUR	BSN	No
Petroleum Engineering	PENG	BS	No
Political Science	PLSC	BA	Yes
Psychology	PSYC	BA	Yes
Social Work	SOWK	BSW	Yes
Sociology	SOCI	BA	Yes
Spanish	SPAN	BA	Yes
Special Populations Studies (M/O)		Minor Only	Minor Only

Important Academic Rules and Regulations

TSI - TEXAS SUCCESS INITIATIVE

This comprehensive assessment program determines college readiness for first-time freshmen. Developmental classes are recommended if a student does not meet the required test scores. For more information on minimum passing standards, please consult your undergraduate catalog.

SAP - SATISFACTORY ACADEMIC PROGRESS

Federal regulations require the UTPB Financial Aid Office to establish standards which measure Satisfactory Academic Progress (SAP). These standards are qualitative (GPA) and quantitative (completion percentage). These are reviewed after each semester and if students fall below the required SAP standards, they will be placed on **FINANCIAL AID WARNING** (also known as PROBATION PERIOD). Failure to make progress after the probationary semester will result in **FINANCIAL AID SUSPENSION**. Students may appeal at any point by visiting <http://ss.utpb.edu/financial-aid> and clicking on the link that says *"Financial Aid Recovery Plan (SAP appeal)."*

SIX DROP RULE

Students enrolled in a Texas public institution of higher education as first-time freshmen in the fall 2007 and thereafter are not permitted to drop more than six courses during their entire undergraduate career (Texas Admin. Code 4.10). This limit includes all transfer work taken at a Texas institution of higher education. Any courses dropped prior to the census class day will not be considered attempted hours. Courses that students transfer from a private or out-of-state institution are not subject to this rule.

Enrolling in Classes my.utpb.edu & Buying Textbooks

Access MY.UTPB.EDU

Username = FalconID such as: (lastname)_(letter of first initial + 5 digits of your Student ID number)

Password = Will be made on this [account claim page](#)

1. Check to see if you have any holds, if not, you are clear to register.
2. Search for courses using “**Class Search**” or directly go to “**Enroll in Courses**”
3. You can add courses to your Shopping Cart for your Advisor to review. Your Advisor cannot modify your Shopping Cart and the Shopping Cart does not guarantee a place for you in that course.
4. To add courses, click **Enroll in Classes>>>Add>>>Find Classes/Class Search**. Enter in the course subject (i.e. MNGT) and the course number if you know it (i.e. 3310).
5. Select the desired course. After you have successfully added all of your courses into your Shopping Cart, you will want to **click “Proceed to Step 2 of 3” which should be in green and finish the checkout process.**
6. If you cannot pass on and get a red error message, click to read error message.
7. **If the course is successfully added, you will see a green check mark and it will be added to your Course Schedule.**

Where do I buy my books? See below or contact our Bookstore at (432) 552-0220. **To buy your books you have three options:**

- **Buy online:** Go to www.utpbshop.com Visit our Bookstore on-campus and purchase books **or other online resources** such as amazon.com, barnesandnoble.com, chegg.com, etc.
- **The UTPB book voucher/loan program** allows book charges and qualifying supplies to be placed onto a student’s account and added to the balance owed for the semester’s tuition and fees, housing, and meal plans. Online Voucher/Loans are available two weeks before the beginning of each class start.

Students awarded any type of financial aid can pick up a **Book Voucher** in person or by sending an email to finaid@utpb.edu. Students without a FAFSA or who have not been awarded any financial aid can pick up a **Book Loan** in person, or by sending an email to finaid@utpb.edu. **\$1.00 dollar transaction fee applies*

General Education Requirements

The purpose of the General Education Core Curriculum is to provide UTPB graduates with basic intellectual competencies that are essential tools for learning in any discipline.

The General Education Core Curriculum consists of 42 semester credit hours in the following categories:

010 – **COMMUNICATION** – 6 credits

060 – **AMERICAN HISTORY** – 6 credits

040 – **LANGUAGE, PHILOSOPHY & CULTURE** – 3 credits

020 – **MATHEMATICS** – 3-4 credits

030 – **LIFE AND PHYSICAL SCIENCES** – 8 credits

070 – **GOVERNMENT OR POLITICAL SCIENCE** – 6 credits

050 – **CREATIVE ARTS** – 3 credits

090 – **COMPONENT AREA** – 3-4 credits

080 – **SOCIAL AND BEHAVIORAL SCIENCES**<http://www.utpb.edu/academics/undergraduate-success/academic-advising-center> – 3 credits

For a complete listing of courses under each category, please consult your undergraduate catalog.

<http://www.utpb.edu/academics/undergraduate-catalog>

Course Information

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are departmental designations. The digits following the period (.) are section numbers used for scheduling purposes.

	Course Level		Course Section	
Developmental	ENGL	0 3	99. 003	- Fund. of Composition
Freshman	ENGL	1 3	01. 005	- Composition I
Sophomore	MATH	2 4	13. 002	- Calculus I
Junior	HIST	3 3	10. 001	- Colonial Mexico
Senior	BIOL	4 1	41. 001	- Genetics Laboratory

CREDIT HOURS

Course schedules are posted online prior to the start of each registration period every semester.

<http://www.utpb.edu/academics/course-schedules>

Managing Time

Are you studying enough to get the grades you want?

Ideally, you should study two hours per credit hour for an easy class, three hours per credit hour for an average class, and four hours per credit for a difficult class.

Let's calculate how much 'free' time you have during a given week if you factor in study time, work, etc.

15 Hours in class

45 Hours of study (15x3 hours per credit)

20 Hours of work

20 Hours family/friends time

(less than 3 hours per day)

+ 42 Hours of sleep (6 hours per night)

= 142 Hours

Out of a possible **168** hours per week.

This means you have **26** hours to spare!

Canvas Log-In Information

Canvas is the learning portal where your online courses will take place. Please make sure to log in the day courses begin to review your course syllabus and make sure that the courses are appearing.

*****It is important to note that courses will not appear in this portal until the start date on Academic Calendar.*****

If you register after the first class day between 8:00 AM CST and 8:00 PM CST, your account will take at least one to two hours to activate in Canvas. After 8:00 PM CST, the account will activate the next day.

Login Info: To access Canvas, go to <http://www.utpb.edu/online/Bb2Canvas>

Username = last name_ (the underscore character) first letter of first name + last 5 digits of UTPB student ID number

Password = password chosen when claiming student ID

For Example: Jane Doe with student id # 8000-123-456 and birth date of 10/21/1981 would have

Username = doe.j23456

Password = password chosen when claiming student ID

How many courses should I register for?

- For on-campus, we encourage between 12 to 15 hours. For online, we recommend 2-3 courses per 8-week term.
- If you need to be full-time (12sch) you would need to enroll in at least 2 courses per 8-week term or 4 courses in a 16 week period.

When a course disappears...

Drop for non-payment is done by the Registrar's office after the census date (last day to add a course). Contact Financial Services/Accounting or access 'My Finances' in MY.UTPB.EDU to pay your bill immediately. You may need to call the Registrar if you are unable to access MY.UTPB.EDU. Next, contact the Registrar to be added back into your course. Identify the course ID, section number and instructor in your communication.

I need to pay my bill, how do I do that?

- Your bill and other Financial Aid information will be in the "My Finances" section. As we roll over older accounts into this new system, please be patient with getting this information in this designated area. If you have Financial Aid questions, you can always call them during regular business hours at 432-552-2620.
- *If you have more questions, please contact Financial Services/Accounting at (432) 552-2706*

Calculating Your GPA

Grade point average (GPA) is computed by dividing the total quality points earned by the total credit hours attempted. Each letter grade is awarded a designated number of grade points.

See sample calculation method below:

TOTAL number of quality points earned/TOTAL semester hours attempted = GPA

A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade point
F = NO grade points

Course	Credit Hrs.	Grade Earned		Grade Point Value		Total Quality Points
HIST 1301	3	B	x	3	=	9
KINE 1115	1	A	X	4		4
ENGL 1301	3	B	x	3	=	9
COMM 1315	3	A	x	4	=	12
MATH 2412	4	C	x	2	=	8
Total	14					42

Total Grade Points / Total Credit Hours = GPA
42/14 = 3.00

Other grades approved for use are UTPB include:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- Z = Acceptable Progress
- PR = Work in Progress (Master's thesis/project)
- W = Dropped class or withdrawal from the University

Only grades of A, B, C, D, U, and F are included in computing GPA.

An "I" grade is reported when students have not met all requirements of a course by the end of the semester and the instructor considers the allowance of additional time to complete course requirements.

Meeting with an Academic Advisor

It is important to take advantage of the time you have with your academic advisor to ensure that you are following the right path in your quest toward degree completion. Here are some important tips as to things you should do BEFORE, DURING and AFTER you meet with an academic advisor.

BEFORE YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Think about your educational goals, major options and progress in your courses.
2. Be prepared with questions to ask your advisor and bring necessary materials such as your latest Falcon Advisement Report.
3. Be familiar with university policies and procedures, academic deadlines and course selections.
4. Know where your appointment will take place and plan to be on time.

DURING YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Participate and be engaged in the advising process. Academic Advising is a two-way street and we need to know what your educational goals are in order to be able to point you in the right direction.
2. Don't be afraid to ask questions when you don't understand.
3. Take notes. You and your Academic Advisor may discuss a lot of information and you can use your notes to refer back to later.

AFTER YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Most importantly, take your Academic Advisor's advice.
2. Begin formulating your class schedule based on the course recommendations provided so that you are ready for the registration period.
3. Review materials given to you and follow-up with recommended resources suggested to you.
4. Write down any questions you may still have for future appointments.

Making a Schedule Based on Your Needs

Here are some important points to consider when building your schedule:

1. Record class and lab times in appropriate day/hour blocks on a time schedule sheet.
2. Record meal times and all regularly scheduled personal activities such as meetings and employment.
3. Record any special activities you need to do or want to do on a regular basis.
4. Schedule a preview time (5-30 minutes) immediately before each class whenever possible. During this time you can review all or some of your notes in preparation for the upcoming class.
5. Schedule review time immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. Also, look over assignments that were given and begin to plan when and how you will complete them.
6. Schedule your intensive study/review time for each class. Schedule some time each day for each class.
7. Schedule a weekly review for each course. Do it at the end of the week if possible.
8. Keep open some day or evening time for daily physical activity. This will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study and work schedule.
9. Designate some empty blocks of time for academic or personal needs.
10. Schedule time during Fridays, Saturdays and Sundays for you to relax with family and friends.