**Undergraduate Advising Appointments: What Should Happen**

1. Inquire about the student’s welfare: how has their semester been, in general? If they are a transfer, how well are they transitioning? Are they engaging in campus life? Do they feel like they are part of a peer cohort (are they making friends) in the major? Utilize the one of the very few opportunities in which our students are required to meet with faculty mentors to advise “the whole student,” in order to facilitate student success and direct students to relevant campus resources. If necessary, provide the student with information (and a brochure) about the USM counseling center, and/or file a CARES report at <http://www.usm.edu/cares/>

 to flag them for additional assistance.

2. Inquire as to the student’s general academic progress and success. Consider the advising appointment an opportunity to provide academic guidance and mentorship, and remind the student that you are available during your office hours throughout the semester and should be the first stop for advising questions or academic advice. When appropriate, offer strategies for success in the classroom, and advice about minors, second majors, and/or careers.

3. Determine whether the student needs any substitutions and work with the student to complete the substitution request form. Substitution forms can be found here:

For GEC substitutions:

<https://www.usm.edu/sites/default/files/groups/department-english/pdf/gec_substitution_form_1.pdf>

For DEG/MJR substitutions:

<https://www.usm.edu/sites/default/files/groups/department-english/pdf/majorminor_substitution_form.pdf>

4. Review the student’s DPR and note which requirements the student has not yet satisfied. Note that student whose catalog year is 2015/16 (in other words, students who started USM this Fall) are required to fulfill 3 hrs of Social Science and 3 hrs of Humanities as part of their Degree 2 requirements. Students pre-2015/16 are required to fulfill 3 hrs of Social Science, 3 hrs of Humanities, and 3 hrs of Philosophy or Religion.

5. Review the courses the student plans to take in the next semester and verify that the selected courses are needed and appropriate. Start with GEC requirements before considering Major (DEG 1) and A&L BA requirements (DEG 2): Also, review a student’s accumulative hour totals: at least 62 hours must be taken at USM, 45 hours must be taken at the 300- or 400-level, and an overall total of 124 hours must be earned for graduation. See the back of this sheet for general advising tips.

6. Use the advising checklist to help you as your review a student’s DPR, especially since different catalog years have different requirements (see item 4 above). Keep in mind that the checklist is solely for advising purposes and is not a substitute for the Degree Progress Report (DPR) in SOAR or a formal degree audit. Moreover, encourage juniors to make an appointment with Ms. Twillia Morgan in the dean’s office for a 3rd year degree audit.

7. List on the advising sheet the courses for which the student should register and enter your and the student’s information at the bottom. Either accompany the student to the office or send the student to the office with the advising sheet. Both the student and the office will keep a copy, and the student’s advising flag will be lifted.

General advising Quik-tips:

1. No substitutions for GEC courses will be allowed during a student’s senior year – substitutions must be processed during the student’s first year at the university (this impacts transfer students). An advisor should check a student’s transferred courses and ensure that all substitutions are requested as soon as possible.
2. There has been a modification to the DPR for students (both freshman & transfer) who have catalog years 2013: GEC 03: *Humanities* now requires students to take 9 hrs (3 hrs of ENG 203, 3 hrs of Western Civilization – either 1 or 2, and 3 hrs from a selection of history, philosophy, or religion courses). Further down the DPR there is DEG 02.02: *Humanities* that requires 6 hrs (3 hrs from a selection of English, history, film, and WS and 3 hrs of philosophy or religion for returning students) or 3 hrs for students starting in Fall 2015. However, we are requiring that all ENG majors take **both** Western Civ 1 AND 2, therefore if they did not take both Western Civ courses in GEC 03, along with ENG 203, the student will have to take the missing Western Civ here in DEG 02.02.
3. There has been a modification to the DPR for students (both freshman & transfer) who have catalog year 2013 and beyond: GEC 05 now combines the *Social Science and Behavioral Science* requirements into one section, requiring students to take any combination of 6 hrs from these combined categories. Please note that the English major also requires an additional social science (3 additional hrs) for DEG 02.01, which means that if a student satisfied GEC 05 with 6 hrs of social sciences, the student will need to take either another social science (one that has not been taken before) or now take 3 hrs of a behavioral science and a request will have to be made to move classes around on the DPR.
4. Regarding the 3 hrs of Social Science needed for the DEG requirement: Students can elect to take ANT 101, GHY 101, PS 101, or SOC 101 previously not taken in GEC 05. While there is no flexibility regarding the options listed under the GEC required courses; we can be somewhat (but within reason) flexible about substituting another social science class for the second. This is important to keep in mind for transfer students who may have taken a social science elsewhere that does not exactly match our list.
5. Licensure students must take PSY 110 to satisfy one of their Social and Behavioral Science requirements.
6. All English majors (Literature and Licensure) are required to take a computer competency course: Literature majors can satisfy the requirement by taking IT 201, LIS 201, or ENG 365. Licensure program students are encouraged to take IT 365 (but can take IT 201, LIS 201, or ENG 365 if necessary). Occasionally, a transfer student may have taken CSC 100 or 101 at a junior college or while in a different major. This can be a valid substitution; but it is not a valid option for a student who has yet to satisfy the requirement and in need of a computer class.
7. All students are required to take ENG 203: *World Literature*. However, our articulation agreements with MS JCs allow the transfer of survey courses in American Lit or Brit Lit to satisfy this requirement. While this agreement does not extend to non-Mississippi institutions, for the sake of consistency we accept similar courses as substitutions for ENG 203 regardless of where they originated— but it is not a valid option for a student who has yet to satisfy the requirement. Our own students, who do not have transfer credits, cannot substitute a survey class for ENG 203. In addition, writing courses are not substitutions for ENG 203. When in doubt, request that a student provide a “catalog” description for the class in question.
8. Always attach a copy of the student’s DPR to a substitution form with the substitution course highlighted.

English BA advising Quik-tips:

1. ENG 340: *Analysis of Literature* should be taken first, before other advanced ENG courses. Students without ENG 340 should not register for any 400 level ENG courses. A student can be enrolled in ENG 340 & one 400 level ENG class during the same semester, but this is generally not a good practice. The minimum passing grade for 340 is C.
2. ENG 400: *Senior Seminar* (Capstone) is open only to Senior English majors, ideally taken during their last semester of course work in the major. However, for licensure majors, ENG 400 will be taken the semester before they begin student teaching.
3. ENG 401, 402, 403 should not be used by ENG BA majors to satisfy the 15 hours of upper-level ENG electives within the major.
4. Licensure students should be encouraged to take 9 hours of 400 level literature courses as part of their 15 hours of electives. While the current program description does not dictate this requirement, we urge you to advise students to take advantage of 400 level literature courses and not rely exclusively on 300 level electives.

Feel free to contact Linda Allen with any questions: Linda.Allen@usm.edu or 601.266.4769.