

## Tuskegee University Academic Advising FAQs

### 1. Who is my Academic Advisor?

will also help in ensuring you fulfill your General Education Core Course requirements and Major core requirements. They are also a good source of information regarding internships, careers and/or extracurricular activities (Honor societies, clubs) that will enhance your overall growth and development as a student.

### 3. How important is my Faculty Academic Advisor?

- Recommend appropriate course sequencing of courses on your schedule.
- Knows the correct prerequisites.
- Familiar with the type of work involved in a course and can recommend a balanced course load.
- Experts in their field of study and can advise accordingly.
- Can assist you with course waivers, substitutions, etc.
- Can assist you in academic planning related to your abilities and interests.
- Convey and interpret the University's academic rules and regulations, academic prerequisites, programs, majors and courses of study.
- Refer you to related offices (personal counseling, career planning, tutorials, etc.) as appropriate.
- Can offer great professional networking opportunities.

### 4. If I can register myself do I still need to see my Academic Advisor?

Yes. It is very important that you meet with your Academic Advisor 2 – 3 times per academic year. Students who does this tend to be more successful. Your advisor will help to ensure that you take courses in the appropriate order to increase the likelihood you will

graduate on schedule. **NB:** Some courses are offered only once per year. Working with your

- 9. How many credit hours must I take to be considered full-time?**  
A student must be enrolled in 12 semester hours to be considered a full-time student.
- 10. If I stop going to class will it be dropped for me?**  
**No.** You must complete the “Drop” Form with appropriate signatures. Failure to do so will result in a grade of **F** which negatively impacts your overall CGPA.
- 11. Where can I find my Midterm and/or Final Grades?**  
You can view your grades via your Tigerweb account. If you have a financial hold **you cannot** view your grades. The University does not mail grades to your home address. You must provide your parents with access to your Tigerweb or Blackboard account.
- 12. Where can I get a copy of my schedule?**  
You can login your Tigerweb account or obtain a printed copy from OneStop or the Office of the Registrar.
- 13. If I have a time conflict on my schedule, who should I notify?**  
You should notify your Academic Advisor.
- 14. How do I activate my University email?**  
Contact Campus Technology at 334-727-8040  
Additional steps provided in the Appendix of your Freshman Orientation Course Textbook.
- 15. What is “Good Academic Standing?”**  
A status in which a student has a cumulative grade point average (CGPA) of 2.00 or greater.
- 16. What is Academic Probation?**

may be re-

**23. I want to take classes way during the summer, what should I do?**

A completed Transient Student Form, available from your College Dean's Office is required. There are specific requirements that must be fulfilled prior to doing so. Speak directly with your assigned Academic Advisor prior to taking any courses away from the University during the summer. This process will also be discussed in your Freshman Orientation course. If you have prior transfer credits, the additional number you can take away will be impacted.

**24. Is it possible to pursue a Dual Major at Tuskegee University?**

Yes, students may pursue dual majors for which curricular sheets are on file with the Registrar. The student must meet the minimum grade requirements for the dual major as stipulated on the curricular sheets in the Offices of (r)2( as)-3.8o1117(u)2.6.5( {oM3.9( a)5)9.imiarmie Oce

**28. What is the minimum and maximum course load I can take during the Fall and Spring semesters as a full-time student?**

The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. A student who registers for less than the minimum load is classified as a part-time student.

A normal load for a full-time undergraduate student in good standing shall not exceed nineteen credit hours per semester exclusive of ROTC, choir and band. An additional fee is charged for each credit hour beyond 19 in accordance with the prevailing fee schedule.

Students classified as Juniors or Seniors with a **CGPA of 3.0** must seek approval from their Dean's Office to enroll in the maximum overload of **22** credits.

**29. My CGPA has fallen below 2.0. How many credits am I permitted to take?**

Students whose cumulative grade point averages fall below 2.00 may not exceed fifteen (15) credit hours.

**30. How do I make the Dean's List?**

To be eligible for the Dean's List, a student must have the following:

1. A minimum overall grade point average of 2.00 (C).
2. Achieve a grade point average of **no less than 3.25** for a given semester.
3. Pass at least 12 semester hours for a given semester unless the official curriculum in which the student is enrolled required less than 12 hours.

**31. What are the different types of academic Honors at Tuskegee University?**

**Honor Roll:** In recognition of academic excellence and for the promotion and encouragement of scholarly work, there will be published during the fall semester an Annual Honor Roll based upon the work of the preceding school year. To be eligible, a student must have a cumulative grade point average of at least 2.00 ( C ) **and** a grade point average of no less than 3.25 for the school year during which his/her eligibility is determined, and **must have passed at least 12 semester** hours each semester.

**University Scholar:** Each year, one student will be designated as a University Scholar in each of the colleges. To qualify as a University Scholar, a student must:

1. Be eligible for the Annual Honor Roll.
2. Be the top ranking student who has completed at least 90 hours but no more than 110 hours in the college.
3. Show exemplary personal qualities as attested by the Dean of his/her major area.

**Eminent Scholar:** The student who has maintained a grade point average of 4.00 qualifies as an eminent scholar. If fewer than three students have a cumulative grade point average of 4.00, then the three students achieving the highest cumulative grade point average will be selected. All eminent scholars must also qualify for the Annual Honor Roll.

**32. What type of Honor can I qualify for during Graduation?**

To be eligible for graduation with honors, a student must have been in residence for at least three semesters, excluding the semester in which he/she qualifies for graduation and must have completed 45 semester hours at Tuskegee University. In the calculation of residence, two summer sessions of full-time enrollment in each session are considered the equivalent of one semester.

Candidates for honors must qualify one semester prior to commencement. Incomplete grades must be cleared for Honors consideration.

Required CGPA. **NB:** We do not “round off” CGPA’s

3.75 .....	Summa <del>C</del> laude
3.50 .....	Magna <del>C</del> laude
3.25 .....	<del>C</del> laude

**33. Does Tuskegee University accept AP, IB, Dual Enrolled and/or College Credits?**

Yes. AP scores of 3 or above, IB scores of 4 or above and College Credits with a grade of “C” or higher. The course(s) must be similar to those taught at Tuskegee University.

We do not accept remedial or elementary courses.

**34. I have a financial hold, what should I do?**

Meet with a Bursar Representative in the Bursar’s Office which is located on the first floor of Kresge Center or at TU OneStop Central, located in Margaret Murray Washington Hall.

**35. How many credits do I need to be classified as a Freshman, Sophomore, Junior and**

**39. Who has access to my Academic Records as a student?**

Tuskegee University complies with the Family Education Rights and Privacy Act of 1974. One key component of this act is that a student's academic record may not be released to any party without the written consent of the student. If you wish for your parents to have access to your academic records the Record Release Form must be completed and filed with the Office of the Registrar. Speak with a Staff representative in the Office of the Registrar (334-727-8505)

Official records are not open to the public and will not be released without the consent of the student. However, certain directory-type information may be released to the public on all students unless individual students state in writing to the Office of the Registrar that they do not wish for the information to be released. Such directory-type information may include name, address, telephone number, date and place of birth, major participation in activities, dates of attendance, degrees and awards received.

Academic information is confidential. However, in order for the university to serve our students, academic information is shared with university administrative offices and academic advisors for the purpose of providing these services to the student.

**40. Can I repeat a course I failed or passed?**

A student may repeat courses in his/her major area of specialization to satisfy minimum achievement requirements of the College or department. This may involve specific courses or a pattern of courses prescribed for re-admission into certain areas. In such cases, all grades are included in the computation of cumulative grade point average.

If the above situation does not apply, a course **may not be repeated** for academic credit when a student has earned a grade of "C" or better in it.

**41. I'm having challenges in my courses, what should I do?**

**For academic based challenges**

See your Instructors immediately during his/her Office hours.

Visit Tuskegee University's Center for Academic Excellence and Innovative Learning (T-CAEIL) | 70-127 John A. Kenney Hall (Bioethics Center) | 334-725-2392 |

[tcaeil@mytu.tuskegee.edu](mailto:tcaeil@mytu.tuskegee.edu)

Schedule a meeting with your assigned Academic Advising and discuss your concerns.

Regularly and consistently utilize the available services, including tutorials.

**For personal challenges**

Schedule a meeting with one of our professionally trained Counselors at 334-727-8244

**42. I have additional questions/concerns not listed in this FAQs, where can I send these questions?**

Send an email to [aadvising@mytu.tuskegee.edu](mailto:aadvising@mytu.tuskegee.edu). A response is provided within 24 hours.