MMET Student Advising Instructions

- Carefully read and complete this Student Advising Package.
- Complete and return the MMET Policy Summary
- Have an academic Advisor assigned to you by the MMET Program Office. Call or e-mail the advisor to schedule an advising meeting as needed.

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Prior to meeting with your advisor, you need to complete the following:

1. Prepare an advising folder that will be used by you to plan and document your advising meetings.
2. Prepare a degree audit printout using myrecord.tamu.edu.
3. Prepare a flowchart of your degree plan (See the examples at the end of this document)
   a. Print a copy of the appropriate catalog's flowchart from the MMET web site or obtain one from the Program office (Thompson 117).
   b. Annotate the flowchart with the following information (see example):
      i. Your name, UIN, Department, and Program
      ii. Indicate grades in completed courses in the lower right-hand corner of the appropriate course box. (Use “P” or “F” for pass/fail courses.)
      iii. Indicate the courses you are using for each of the core curriculum electives.
      iv. Indicate courses that were transferred with an “X” in the lower left-hand corner of each appropriate course box.
      v. Indicate the semester and year you plan to take each of your remaining courses (including the current semester) in the lower left-hand corner of each appropriate course box.
      vi. Indicate substituted courses by writing the substituted course number under the appropriate course box.
      vii. Indicate any internship that you have completed or anticipate taking.
      viii. Make sure you used the enclosed checklist to ensure your degree plan is correct.
      ix. Use the graphical degree plan to complete the written degree plan (enclosed) which shows the courses you will be taking from now until graduation.
The annotated flowchart will be used to obtain the faculty advisor's review and approval of your planned academic program. As such, you should request that your advisor signs and dates this form each time a change is made. You should try to use the same document each semester unless you need to make major changes to your projected degree plan. Finally, you should be able to provide this document to your advisor at any subsequent advising meetings.

It is highly recommended that the student makes a scheduling request for academic advising by e-mailing the faculty advisor. The e-mail should include the following as a minimum.

1. A statement insuring appropriate preparation has been completed.
2. A distinct statement as to the objective of the requested meeting (what needs to be accomplished).
3. The priority of the meeting. Is there a deadline that must be meet?
4. An indication of possible meeting times over the next week.
5. Any attachments that is appropriate.

If you are not able to make a scheduled meeting, you should inform the faculty advisor before the meeting, not after it. Don’t expect the faculty member to be there at 2:30 for a meeting you scheduled at 2:00.