

THE AIT ADVISING PROCESS

Advising in the AIT Department is mandatory. Students must meet with or communicate with their assigned advisor at least once each semester in order to have their schedule approved for registration and, if the student has less than 60 credit hours, their advising hold removed by TSU's Advisement Center located in the Student Success Center Suite 116.

Students are encouraged to check their MyTSU email account regularly since advisors will contact students via their MyTSU email account to provide notifications regarding their tutoring options, important dates and other pertinent information. Meeting with your assigned advisor serves as a pre-graduation audit to ensure accurate and timely information for graduation.

ADVISING PROCESS FOR THE AIT STUDENT

- 1) FILL OUT AN ADVISEMENT FORM IN BLACK OR BLUE INK;
- 2) ATTACH YOUR MOST RECENT ACADEMIC TRANSCRIPT (OFFICIAL OR UNOFFICIAL) SHOWING YOUR NAME, T# AND DATE;
- 3) DROP OFF YOUR PAPERWORK FOR PROCESSING (THIS USUALLY TAKES 24-48 HOURS);
- 4) PICK UP YOUR PAPERWORK AND MAKE AN APPOINTMENT WITH YOUR AIT ADVISOR (SEE OFFICE HOURS POSTED IN DEPARTMENT).

-- CONTACT YOUR DEPARTMENT FOR ADVISOR PLACEMENT --

Make it your practice to attend class. If you are having difficulty with a class, please continue to attend. Our research shows that class absences and failure are closely related. It really matters that you are there.

At the beginning of each class, you receive a syllabus for the course. **READ IT!** The syllabus lets you know the expectations of the course, how you will be graded, any special policies, who your instructor is and how you can reach him or her, and assignment/test dates.

Ask questions. Talk to your teachers. Participate in your classes. Attend office hours!

Manage your time well. A calendar or planner of some sort and an alarm clock are essential. Give yourself time to think and reflect.

We strongly recommend two hours of study for every hour in class. This means 30 hours in preparation for 15 hours in class each week. Set a schedule that is realistic and stick with it. Find a quiet place to study.

WE LOOK FORWARD TO YOUR GRADUATION!