

FAQs for student advising

Please read this thoroughly before approaching a faculty member for advising.

1. ***Who is my Academic Advisor?*** Beginning Fall 2016, academic advising questions can be addressed by your ChE/PTE course instructors. We have also have faculty teams available (see the notices posted on the Bulletin Boards in the student lounge and on the web page www.che.msstate.edu)
2. ***I need to change my schedule. How do I go about that?*** Every student has access to Banner through which adjustments to a schedule can be made. If you are trying to change your schedule you must be aware that you can only do that during times allowed by the university (e.g. just prior to or during the first few days of any semester). See the online Academic Calendar for deadlines for schedule changes. In Banner, access the *Master Class Schedule* and identify open courses for which you may sign up.
3. ***Can I take a course for which I have not met the prerequisites? No.*** Course prerequisites are fixed for ChE/PTE courses. Our program quality depends upon maintaining these course prerequisites. Our curricula have been structured to prevent students from signing up for our courses when they do not have those prerequisites. Also, each term, near or at the end of the term, students are force dropped from courses for which they do not currently meet the necessary prerequisites. In those rare instances where this was done mistakenly, the student will need to bring to the ChE/PTE course Instructor a “drop/add” form and take the signed form to Mr. Robert Green’s office (first office to the right upon entering McCain from the Drill Field). *Again, this is ONLY for the rare instance where you were force dropped from a course after which you indeed met the course prerequisites.*
4. ***I need to retake a course but in Banner I cannot sign up for XYZ course again. What do I do?*** Students re-taking a course will need a “Repeat Limit Override”. To obtain that override, you need to ***contact the department offering the course.***

5. ***Course XYZ is full. I need to be “forced into” that course.*** FIRST, you must check the section on Banner to ensure that there are available seats (sometimes a department will open fewer seats in a classroom than the actual classroom capacity). If the classroom DOES appear to have additional seating capacity you should convey your request directly to the department offering the course in question.
6. ***Where do I find the curriculum sheet and flow chart for my major (CHE or PTE) and concentration (e.g. CHE-Practice, CHE—Biomolecular, or CHE—Research & Development)?*** Updated curriculum sheets and curriculum flow charts are available on the School web page www.che.msstate.edu. Refer to curriculum sheets and to the online catalog (see Banner) for planning purposes. The *Master Class Schedule* in Banner shows the available courses and any open seats for a given semester.
7. ***How do I determine how many credit hours I have remaining to reach graduation?*** The “CAPP Compliance” option in Banner provides students with a “ledger” of courses applied to his/her degree program. However, certain courses are often “missed” by Banner. For example, our Chemistry, Chemical Engineering and Technical Electives (Technical Electives are required both for CHE and PTE) are generally not picked up correctly in Banner (or are incorrectly assigned). If you wish to have corrections made to your CAPP Compliance (or have questions), print a copy of your CAPP compliance, LEGIBLY write on it your corrections or questions, and leave it in the main office for review. Once reviewed, any necessary corrections will be conveyed to the Registrar through Mr. Robert Green’s office (the BCOE Undergraduate Coordinator).
8. ***Where do I find the accepted list of Chemistry, Chemical Engineering and CHE or PTE Technical Electives?*** A list of Chemistry, Chemical Engineering and Technical Electives (both for ChE and for PTE) are emailed to all students during each academic advising period. Because of the variability in course offerings across many academic departments in recent years, this list is renewed each semester. Refer to that document and ensure you meet ALL

necessary course prerequisites prior to attempting to enroll in a particular course.

9. ***How do I declare a minor?*** You don't (well not exactly). The College of Business is the only college which requires that you declare a minor prior to completing it. Go to the link below and complete the online form to declare a business minor.

<http://www.business.msstate.edu/curstu/undergrad/advising/minors/index.php>

For other minors (e.g. chemistry and mathematics), you simply complete the required courses (see the online MSU catalog for minor requirements). When you apply for graduation on Banner, you declare your minor at that time. If you have completed requirements for more than one minor, you must contact the Registrar's office (by phone, preferably) and communicate to them that you have completed the second minor. They will manually enter that information into Banner. An online "check" is made to confirm you have completed all minor requirements and it then is reflected on your transcript.

10. ***How do I declare or change my Concentration (in ChE)?*** Come to the main office (Swalm 330) and complete a Change of Major form (examples are available in the office to assist you in completing this form correctly). Once signed by office staff, take the form to Mr. Robert Green's office (first floor McCain, just to the right off the Drill Field entrance).
11. ***How do I change my major?*** Change of Major forms are available in Swalm 330. Complete the form, obtain your Academic Advisor's signature and take to your new home department.
12. ***How do I get released to register?*** Swalm School staff will release all students for registering in the upcoming semester. If you have not been released, please contact the main office at 662-325-2480 for obtaining a release for registration. *NOTE: Regardless of your release date, your registration date is fixed by Banner and cannot be changed.*

13. *Where do I find the list of accepted General Education requirements?*

<http://catalog.msstate.edu/undergraduate/academicpolicies/degreesdegreerequirementsandscheduling/generaleducationrequirements/>

General Education requirements are found at the above link. Please remember that all engineering majors must take two Humanities courses, two Social Science courses and one Fine Arts course (all other General Education requirements are met by our required engineering courses).

14. *How do I get approval for taking a course off campus?*

<http://www.bagley.msstate.edu/people/current-students/petitions-appeals-requests/>

This form, along with forms for Readmission, Retroactive Withdrawal, Request for Overload, and many other related forms are found at the above link on the BCOE webpage.

15. *I need to sign up (at MSU) for a course but I am taking the prerequisite elsewhere (e.g. at another university or community college). When can I sign up for the MSU course?*

Most departments require the prerequisite credit to be shown on the MSU transcript. Once you complete the prerequisite course at the other academic institution, first identify the course AND section number you are needing at MSU. With that information, email an unofficial copy of your transcript (take a screenshot from the online transcript) to the MSU department in question. Explain that you have completed the prerequisite course, and ask for a “Prerequisite Override” to get into the course you need at MSU. The department here at MSU has the prerogative of requiring you to wait until the prerequisite course is officially shown on your MSU transcript. Therefore, it is imperative that you complete a transcript request form at the “non-MSU” institution as soon as you complete the course to have the course credit transferred to MSU.

This is a very common situation in the mathematics, physics and chemistry courses. For example, many freshmen are “catching up”. They may need Calculus I and II and Physics I over the summer after the freshman year to get into CHE 2114 Mass & Energy Balances and CHE 3203 Fluid Unit Operations to avoid falling behind in the chemical engineering program.

16. *Am I allowed to take off-campus courses in my senior year? No. Why not?*

This is a long-standing rule that is now being enforced by the Bagley College of Engineering. You might still be able to take a course off campus in the next-to-last semester of your senior year (e.g. Organic Chemistry is a commonly selected option for EMCC—Mayhew campus). But, no off campus course will be approved for your final semester. With the tremendous enrollment growth in the Bagley College of Engineering, it has become prohibitively time-consuming both for Mississippi State and for the transferring institution to have your off campus transcript transmitted in a timely manner to confirm that you have met all necessary degree requirements. Therefore, you MUST complete all remaining degree requirements at Mississippi State during your final semester.

17. *I forgot to claim one of my two available Academic Forgiveness options prior to re-taking a course. Can I get Academic Forgiveness retroactively?*

No. The Provost's office has been very firm in denying this request. You MUST note and select the option for Academic Forgiveness when you enroll for a given course. As indicated in the question, you only have TWO Academic Forgiveness options.