Academic Advisement Procedures

The academic advisement procedures that are established in the Electronics Engineering Technology (EET) program include the following components:

1. All students admitted to the EET program are assigned to an academic advisor on an alphabetical basis. In addition, all transfer students are *initially* assigned to a senior faculty member, who will be responsible for identifying courses previously taken by students at other institutions that can be transferred as equivalent to appropriate courses in the EET curriculum.

2. Table -1 depicts the assignment of Electronics Engineering Technology Academic Advisor via the first letter of students' last name. Once the transfer course equivalencies have been established for a given student, he/she will then be assigned to an academic advisor according to this table. Furthermore, all prospective graduates of the EET program are first advised by their academic advisor and then by the department's chairperson.

Table -1 Electronics Engineering Technology (EET) Program Academic Advisors

STUDENT'S LAST NAME BEGINNING WITH	ACADEMIC ADVISOR	OFFICE ROOM	OFFICE PHONE	EMAIL
A-I	Dr. Abolfazl Amini	Pinchback # 417	(225) 771-3796	abolfazl_amini@subr.edu
J-Q	Prof. Walter Craig	Pinchback # 421	(225) 771-3794	walter_craig@subr.edu
R-Z	Dr. Davoud Arasteh	Pinchback # 429	(225) 771-3727	davoud_arasteh@subr.edu
All Transfer Students	Dr. Abolfazl Amini and selected advisors	Pinchback # 417	(225) 771-3796	abolfazl_amini@subr.edu
Final check-out of graduating seniors	Dr. Hamid Majlesein, Professor and Chair	Pinchback # 411	(225) 771-5616	hamid_majlesein@subr.edu

2. Academic advisors provide students with information and guidance concerning the EET program and they also approve students' schedules of classes throughout their matriculation in the program. All EET students

are required to meet with their academic advisor early during registration periods; wherein they complete a Registration Advisement Form that acknowledges each advisement encounter. This form is attached to the set of procedure forms given to each student. It should be noted that all students must first be cleared by their assigned academic advisor before being authorized to engage in regular registration, cross-registration, or telephone registration activities.

3. All EET students are required to meet with their academic advisors **at least once during a semester** to discuss their individual progress toward earning the Bachelors of Science degree in Electronics Engineering Technology.

4. Academic advisors will make every effort to counsel their advisees regularly, with special attention being focused on those students with a poor academic performance. A meeting should be set immediately following the publication of mid-term grades with advisees who have critical GPA-related problems.

5. All EET students are required to satisfy course prerequisites as outlined in the description for required courses. All students are required to take one course which satisfies African American Experience.

6. Students are to select a curriculum path and then faithfully follow the inherent graduation requirements. They may choose to adhere to the catalogue in force during the year they began their matriculation at Southern University or any subsequent catalogue issued thereafter.

7. The academic advisor will use a department "Degree Requirements Record Form" that is based on the appropriate curriculum taken from the catalogue that a student chooses to use as the basis for graduation checkout.

8. The department will maintain an accurate master file for all students enrolled in the EET program. These files will include transcripts, grade reports, and schedules of classes, personal data, a degree requirements record form, and other appropriate academic documents.

9. Each academic advisor will maintain an accurate list of his/her advisees and will have access to the BANNER Data Entry system that contains authoritative proof of students' complete academic record.

To facilitate a university-wide advisement process, strong collaborative procedures have been developed and implemented in cooperation with the faculty and staff of the University College, which are mainly responsible for entry student advisement. All engineering faculty and students are also encouraged to participate in the University-wide Mentorship Program.

The computerization of advisement at the University has been very successful. Using their Social Security Number and an assigned PIN, students can logon to the Southern University Banner Website https://ssbprd1.subr.edu/PROD8/twbkwbis.P_GenMenu?name=homepage and access their records under the menu for Self-Service Banner. The computerized academic advisement system offers such access services as on-line academic records, class schedule, student demographic data, degree curricula, interactive registration, degree audits, course descriptions, and course prerequisites. Once having accessed the Self-Service Banner page, merely "clicking" on the desired activity and following user-friendly instructions will yield the information sought in students' inquiries. The latest changes in using this system can be obtained at the beginning of each semester in the Southern University "Class Schedule & Student Registration Bulletin." This system has greatly improved academic planning throughout students' matriculation.